

**INFORMATION FOR OFFENDERS UNDER THE SUPERVISION OF THE
U.S. PROBATION OFFICE**

- 1) **OFFICE HOURS** - The U.S. Probation Office in Louisville, Kentucky, is located at 400 Gene Snyder U.S. Courthouse, Louisville, Kentucky. The office hours are Monday - Friday, 8:30 a.m. to 5:00 p.m.
- 2) **TELEPHONE NUMBER** - The telephone number of the U.S. Probation Office in Louisville, Kentucky is (502) 681-1000. There is an answering machine which is operated during non-office hours and on weekends if you need to leave a message for your probation officer.
- 3) **MAP OF THE WESTERN DISTRICT OF KENTUCKY** - Click [here](#) for a map of the Western District of Kentucky. This outlines the area in which normally you can travel without restrictions.
- 4) **PERMISSION TO TRAVEL** - A parolee, probationer, or person on supervised release, must obtain permission to travel two weeks in advance from the probation officer to travel outside the district for any reason.

Click [here](#) for a copy of a request for travel form that is to be submitted **at least two weeks prior** to the proposed travel. Compliance with financial requirements such as being current on restitution, fine, and child support will be considered.

- 5) **MONTHLY SUPERVISION REPORT** - Click [here](#) for a copy of the monthly supervision report that you will be required to complete each month. **All questions must be answered completely and accurately.** Please read this carefully and discuss any area where you have questions with your U.S. Probation Officer.

Please note that specific information is requested in certain areas such as:

- a) make, model, and license number of the vehicles owned or driven by you;
- b) net income from employment with proof of earnings;
- c) total monthly expenses;
- d) bank names and type of account and the number of the account.

