

Instructions for Completing the Monthly Supervision Report (MSR) NH 11/20/2009

1. Save the MSR to your Windows desktop
2. Complete the MSR information
3. Print the MSR and Sign the MSR
4. Scan the hand-signed MSR, including any pay stubs or documentation requested by the Probation Officer
5. Email or fax the MSR to the Probation Officer.

Note 1: Acrobat reader must be installed on your workstation to view and print the form.

A free download is available free at <http://get.adobe.com/reader>

Note 2: How do I save the completed MSR?

Saving the MSR with your data requires additional software, either the full version of Acrobat (Acrobat Standard), or other software such as PDF995.

PDF995 can be downloaded free at <http://www.pdf995.com/download.html>