

UNITED STATES DISTRICT COURT  
DISTRICT OF PUERTO RICO  
PROBATION OFFICE

LUIS O. ENCARNACION, CHIEF  
U.S. PROBATION OFFICER

FEDERAL OFFICE BUILDING  
150 CARLOS CHARDON AVE., ROOM 225  
SAN JUAN, PR 00918-1741  
TEL.: (787) 766-5596  
FAX: (787)766-5945

INSTRUCTIONS FOR INTERNET REPORTING

The Federal Probation Office uses an electronic system for monthly reports, "Electronic Reporting System" (ERS). Please submit reports using this system. User ID and Password are provided to you by your US Probation Officer.

**\*\*SUBMIT REPORTS FROM THE 1<sup>ST</sup> THRU THE 20<sup>TH</sup> OF EACH MONTH\*\***

Access to internet and type the following address: [supervision.uscourts.gov](http://supervision.uscourts.gov)

NAME: \_\_\_\_\_

USER ID: \_\_\_\_\_ (copy exactly how it appears)

PASSWORD: \_\_\_\_\_ (make sure first letter is typed in Capital case)

1. In the initial page, press "Cambiar a Español" if your first language is Spanish.
2. You shall answer the security questions. (Will only appear in your first report).
3. You shall read and accept the terms and conditions.
4. You will see your photo. If the photo is not you, do not continue and contact your officer.
5. Once you start answering questions, you will see a progress percentage at the upper right corner of your screen.
6. Once you have answered, edited or actualized your information, you will have the opportunity to make any additional changes to the report at the summary and review section.
7. Once you have finished answering, and are satisfied with your answers, the system will request for you to certify your report with your password.
8. After submitting report, you will receive a confirmation to your email address that report has been sent.