



United States District Court
Eastern District of Washington
U.S. Probation/Pretrial Services

SCOTT M. MORSE, SR.
Chief United States Probation Officer

MEMORANDUM

TO: *Supervising U.S. District Judge*

FROM: *[STEP] U.S. Probation Officer*

DATE:

SUBJECT: **TRANSFER OF JURISDICTION TO SOBRIETY TREATMENT AND EDUCATION PROGRAM [STEP]**

RE: ** (Defendant's name and case number)*

Your Honor,

On * (date) * (name) was sentenced by your Honor to * (length of imprisonment and supervised release).

* (name) has volunteered to participate in the Sobriety Treatment and Education Program [STEP]. The STEP Team have determined that * (name) is suitable for the STEP program and recommend this case be transferred to the STEP Judge for participation.

Please indicate the Court's position on this request:

_____ Concur
_____ Do Not Concur

Judge's comments:

Once the request has been approved or denied, signed and dated by you, your judicial assistant will email this memorandum back to the USPO, with a copy to * his/her assistant, and a copy to the STEP Judge's judicial assistant. If the Court approves this case for transfer of jurisdiction to the STEP Program, the judicial assistant will execute (s/) and file the attached Order of Transfer of Jurisdiction to Sobriety Treatment and Education Program.

Supervising U.S. District Judge

Date