

- Conduct normal STEP session for participants who are continuing in the program. Allow them to leave if they have work commitments.
- **Judge:**
 - 1) Ask graduate to come out of jury box
 - 2) Judge introduces the graduate - brief background
 - 3) Have STEP Team members comment and present the graduate with
 - a) Medallion - **Federal Defender** & defense counsel if available
 - b) Folder & before and after pictures -**AUSA** & prosecuting AUSA if available
 - c) Gift certificate - **Federal Bar Representative** (if present) or Court staff
 - d) STEP certificate - **PO** & referring USPO if available
 - e) Completion of Treatment (if any) - **Treatment Provider**
 - f) Order to Reduce Term of Supervision by One Year (if applicable)- **Judge**
 - 4) Ask sentencing Judge (if in attendance) for any congratulatory comments or read comments from the sentencing Judge.
 - 5) Ask graduate to share comments about
 - a) their accomplishments,
 - b) their plans,
 - c) what was meaningful to them, and
 - d) introduce their guests (have guests come up); let guest make comments
- **Probation staff:** picture of Judge/Team, with graduate and guests, if requested
- **Judge:** Closing comments.
 - 1) Hope they will return to a STEP session to provide encouragement
 - 2) Invite all in attendance to the reception