

COMMONWEALTH OF PENNSYLVANIA : IN THE COURT OF COMMON PLEAS OF  
 : VENANGO COUNTY, PENNSYLVANIA  
 :  
 vs. :  
 :  
 :  
 : Criminal Division  
 Defendant : CR No. \_\_\_\_\_ - \_\_\_\_\_

**MOTION FOR FURLOUGH**

AND NOW, \_\_\_\_\_, Counsel for defendant  
requests the Court to grant a furlough on (date)

\_\_\_\_\_

from (time) \_\_\_\_\_ to \_\_\_\_\_ to travel to (place)

\_\_\_\_\_

for the following reason (must provide all details):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

\_\_\_\_\_ Defendant shall be transported by the Sheriff, or his representative, and shall be responsible for all costs related thereto, OR

\_\_\_\_\_ shall be responsible for transporting defendant, and he/she shall be required to provide proof of insurance, valid driver's license and vehicle registration.

If Defendant is not returned to the Venango County Prison at the furlough end time, a bench warrant shall immediately issue for his/her arrest.

**CONSENTS**

I do / do not consent to furlough

\_\_\_\_\_  
District Attorney /date

COMMENTS:

I do / do not consent to furlough

\_\_\_\_\_  
PA Board of Probation & Parole /date

COMMENTS:

I do/ do not consent to furlough

\_\_\_\_\_  
Prison Administration /date

COMMENTS:

MEMO TO: PUBLIC DEFENDERS  
DEFENSE COUNSEL

FROM: LYNN

DATE: DECEMBER 12, 2006

RE: MOTIONS FOR FURLOUGH

ATTACHED PLEASE FIND *MOTION FOR FURLOUGH* FORM THAT WE WOULD LIKE YOU TO START USING EFFECTIVE IMMEDIATELY. IT WILL BE THE RESPONSIBILITY OF DEFENSE COUNSEL TO OBTAIN THE SIGNATURE OF THE DEPUTY WARDEN OR JAIL ADMINISTRATION STAFF, AND OF A DA AND PAROLE AGENT, IF APPLICABLE, **PRIOR** TO FILING YOUR MOTION WITH THE COURT.

YOU MUST ALSO PROVIDE ALL DETAILS IN YOUR MOTION, I.E., WHERE THE DEFENDANT IS GOING, WHY HE IS GOING, WHEN HE IS GOING, HOW MUCH TIME IS NEEDED AND WHY, ETC. THE JAIL STAFF IS NO LONGER GOING TO MAKE

CALLS TO INQUIRE AS TO THE DETAILS OF THE FURLOUGH. IF ALL DETAILS ARE NOT ADDRESSED, THE MOTION WILL BE DENIED.

THANK YOU FOR YOUR COOPERATION!

Cc: Judge White  
Judge Lobaugh  
Rebecca L. Whitman, Asst. Court Administrator  
Judges' Staff  
District Attorney  
PA Board of Probation & Parole  
Warden Smith  
Deputy Warden Lyles

COMMONWEALTH OF PENNSYLVANIA

: IN THE COURT OF COMMON PLEAS OF  
: VENANGO COUNTY, PENNSYLVANIA

vs.

:  
:  
:

\_\_\_\_\_  
Defendant

: Criminal Division  
: CR No. \_\_\_\_\_ - \_\_\_\_\_

**ORDER OF COURT**

AND NOW, \_\_\_\_\_, upon consideration of  
the within Motion for Furlough, said Motion is GRANTED / REFUSED.

BY THE COURT,

\_\_\_\_\_

cc: District Attorney  
Defense Counsel  
Warden  
Sheriff  
PA Board of Probation & Parole  
K. Urey, Criminal Court Administrator