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INSTRUCTIONS FOR RESTITUTION CASES

Attention Public Defender Client:

- In order to resolve your case in this Court, you will be required to pay restitution UP FRONT in the amount of:
\$_____ This amount includes a 5% surcharge that is the Probation Department's "fee" for handling the restitution and making sure it goes to the appropriate party.
- A restitution Order has been signed by both you and the Court and is being sent to the Albany County Probation Department, the agency who collects restitution payments on behalf of the Courts in Albany County.
- While you are NOT ON PROBATION, you will be required to make your restitution payments to the Probation Department. Their address and contact information is:

ALBANY COUNTY PROBATION DEPARTMENT
60 South Pearl Street (across from the MVP Arena)
Albany, New York 12207
Phone: 518.487.5200

- Please note restitution CAN be paid **online**. Please scan the QR Code for payment info:



- Unless otherwise agreed, the restitution should be paid in full by your next Court date of _____, 20____.

- Whether you pay in person or online, please be sure to keep receipts of what you paid and when and bring them with you to your next court date.

Any questions, please call our office and ask to speak to your assigned attorney.

Thank you,
Albany Co. Public Defender's Office