

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ILLINOIS  
U.S. PROBATION OFFICE

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Chief U.S. Probation Officer



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**Procedure for Reserving a Laptop**

Basic computer skills are essential for employability and efficiency in today's workforce. As a part of the Workforce Development Program FY24 Strategic Plan, one goal is to develop an in-district computer literacy program to assist persons under supervision with creating an email address, resume, complete job applications, educational and vocational training applications, and teach Microsoft Office programs. Once officers have identified persons under supervision who could benefit from one or more of these services, officers are encouraged to reserve a laptop.

**Procedure for Reserving/Returning a laptop:**

- Send an email request to [Taylor\\_Sevier@ilnp.uscourts.gov](mailto:Taylor_Sevier@ilnp.uscourts.gov) and [Raven\\_McMillan@ilnp.uscourts.gov](mailto:Raven_McMillan@ilnp.uscourts.gov) including date(s) needed. (Allow two business days from the date requested to receive the laptop.)
- SUSPO Taylor Sevier will deliver the laptop and charging cable.
- When the laptop is picked up, the officer will read and sign the terms for reserving the laptop and complete the Laptop Sign Out/In Log.
- When finished with the laptop, officers will email Taylor and Raven to determine a return date. At return, the officer will initial and date the Laptop Sign Out/In Log. (If not returned the same day, officers should store the laptop in their locker.)