

COMMUNITY SERVICE IN LIEU OF PAYMENT OF COURT COST

- 1) A Defendant may complete Community Service in lieu of payment of Court Cost.
- 2) **Community Service may NOT be used to pay off Restitution.**
- 3) The current rate allowed is a credit of \$12.00 per hour of service performed.
- 4) Community Service hours **must** be documented on the Community Service Documentation Sheet or on letterhead from a verified established non-profit agency. Any documentation with out a supervisor signature **will not** be credited toward payment of Court Cost. Documentation must also include contact information for each person verifying the community service hours performed.
- 5) Credit will only be granted for community service performed for non-profit organization or associations including churches or places of worship, schools or organizations and associations established for a purpose other than to generate income or profit and granted tax exempt status under IRC 501 (c)3 or similar provision of the Internal Revenue Code.
- 6) Documentation must be submitted regularly for hours to be credited. Monthly or Bi-monthly reporting is recommended to ensure that credit is given, and interest does not accrue on fines and costs that would have been paid if documentation had been submitted in a timely manner.
- 7) Community Service ordered by the Court as pre-trial or under advisement terms of probation, **cannot** be used toward the payment of costs.

DEFENDANT'S NAME: _____ DEFENDANT'S CONTACT NUMBER: _____

DEFENDANT'S ADDRESS: _____

COMMUNITY SERVICE DOCUMENTATION SHEET

DATE	SERVICE PERFORMED FOR	# OF HOURS	NAME & CONTACT INFORMATION OF SUPERVISOR	SUPERVISOR'S SIGNATURE

APPROVAL SIGNATURE: _____ APPROVAL DATE: _____

DENIED SIGNATURE: _____ DENIAL DATE: _____