

Community Service In Lieu of Fines

By order of the Chief Judge of the City of Wichita Municipal Court, persons assessed a fine may perform community service at an agency approved by the City of Wichita Municipal Court in lieu of paying a fine ordered by the court. Unless otherwise specified, community service hours will first be applied to traffic cases wherein the defendant's driver's license is suspended. Hours will be applied to the oldest case first. Community service cannot be applied to court costs or State mandated assessments.

INSTRUCTIONS

It is your responsibility to arrange and document community service hours. Follow these steps to have community service hours applied to your fines.

- Contact an agency pre-approved by Municipal Court and arrange community service hours. An approved agency list is attached.
- Authorization is required prior to performing community service at an agency within Wichita City Limits that hasn't been pre-approved by the Court. Please contact the Municipal Court Community Service Coordinator, 268-4367 to determine if a worksite that hasn't been pre-approved is acceptable.
- Community service will be credited at the rate of \$10.00 per hour. Timesheets provided by the Court must be used to record the dates, time and total hours worked at each visit. The timesheet must be certified by an authorized person at the agency where hours are completed. Use a separate timesheet for each agency.
- Turn in the time sheet at the Customer Service window in the Municipal Court Clerk's Office within two weeks of completing the hours. The time sheet is the only proof that you are doing community service and it **MUST** be returned. *****If you have cases on a payment plan, community service hours must be submitted no later than the 1st of each month.*****
- **Community Service hours are applied on a first come first serve basis and can not be applied until they are verified.**
- If you have questions about the Community Service, call the Municipal Court Community Service Coordinator in the Court Clerk's Office at 268-4367.

Wichita Municipal Community Service Timesheet
455 N Main – 2nd floor
Wichita KS 67202
(316) 268-4367

DATE RECEIVED

CLERK INITIALS
FOR OFFICE USE ONLY

Full Name: _____ DOB: _____
Address: _____
Telephone #: _____ Case Number(s): _____

Certification by Supervisor

I hereby certify that the hours reflected on this time sheet are true and correct.

Agency Name: _____ Supervisor Name: _____
Agency Address: _____ Wichita, Ks 67 _____
Agency Email: _____ Agency Phone: _____

Date	Activity Performed	In	Out	Total Hours	Agency Certification (Supervisor signature/stamp)

Municipal Court

Authorized Community Service Agencies

Most non-profit agencies are acceptable for community service. Please contact the Municipal Court Community Service Coordinator, 268-4367 to determine if an agency not listed below is acceptable.

Catholic Charities

Cole - 264-8344 Ext 1261

Mon – Fri 8 am -5 pm

Breakthrough

(Formerly Episcopal Social Services)

1010 N. Main

Rachel - 665-8616

Front Desk - 269-4160

18 or older, kitchen duty

Habitat for Humanity - Restore

601 N. West St.

Christine - 269-0755

His Helping Hands

1441 E 37th St N.

Violet - 838-8528

Homeless Search

1706 S. Ellis

993-5446

HumanKind Ministries

(Formerly Inter-Faith Ministries)

829 N Market

264-9303

McAdam's Park

1329 E. 16th St N.

337-9222

Old Cowtown Museum

350-3317

Mennonite Housing Rehab. Services

2145 N. Topeka

942-4848

Home repair work

Need to have your own transportation and bring your lunch. .Mon-Fri. 8 am – 5 pm

Salvation Army Community Center and Church

1910 S. Everett – Main Office 943-9893

Contact Theresa 316-883-6332

Salvation Army at Command Center

350 N. Market

Contact Theresa – 316-883-6332

Basic maintenance and yard work.

Filling Boxes, unloading trucks, stocking shelves

Mon – Fri, 9 am – 4:30 pm

United Methodist Open Door

2130 E. 21st St. N

Tim - 267-4201

Filling boxes with food, stocking shelves, etc.

Mon – Fri, 9-12 or 1-4

United Way of the Plains

211

Information line open 24 hrs

Wichita Independent Neighborhood Assoc.

2755 E 19th st N

Office- 260-8000

Janet 312-7644

Workforce Centers of South Central Kansas has been approved as a Municipal Court community service agency. Workforce Centers of South Central Kansas are a one-stop resource for job seekers to find the tools and training needed to build a successful career. The Centers provide workshops on searching for jobs, resume writing, interviewing, computer and internet skills, and much more. Clients can also access computers with internet, fax machines, copy machines, and telephones. Workforce provides one-on-one services for clients with special circumstances, such as military veterans, displaced workers, disabled workers, and ex-offenders.

**Activities and Workshops done with Workforce Centers will be credited at \$10 per hour.
Please contact Workforce Centers for available workshops.**

*Only 3 hours of computer activity / internet searching can be completed for credit each week. You can use the computers as much as you like, however only 21 hours of computer activity / internet total will be applied to your fines.

**Only 3 hours of Career 101 practice/ tutorial can be completed for credit each week. You can use the tutorial as much as you like, however only 21 hours of Career 101 practice/ tutorial total will be applied to your fines.

Workforce Centers of South Central KS.

2021 N. Amidon #1100

771-6800

Mon-Thurs 7:00 am – 6:00 pm

Fri 9:00 am– 12:00 pm