

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 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 be pre-approved is acceptable.
- Community service will be credited at the rate of \$8.00 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. Updates of your court case balance will be sent to you monthly by email.
*****If you have cases on a payment plan, community service hours must be submitted no later than the 1st of each month.*****
- 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 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

264-8344 Ext 1261
Linda

Episcopal Social Services

1010 N. Main
269-4160 or 665-8634
18 or older, kitchen duty

Habitat for Humanity - Restore

601 N. West St.
Lisa or Josh: 943-6996

His Helping Hands

1441 E 37th St N.
838-8528

Homeless Search

1706 S. Ellis
993-5446

Interfaith Inn

320 E Central
264-8051
Need skilled person
Open 24 hours a day
Best time to call, 7:00 am – 3:00 pm

Kansas Foodbank Warehouse

1919 E. Douglas
265-3663
Must be 18 or older
Mon – Fri 8:00 am – 4:00 pm

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

ProKansas Recycling

725 E. Clark
269-1359

Red Cross

707 N. Main
268-0812

Salvation Army Community Center and Church

1910 S. Everett - office 943-9893
Scott or Amy – 209-6459

Salvation Army at Command Center

350 N. Market
Brenda – 425-6133
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
267-4201
Filling boxes with food, stocking shelves, etc.
Mon – Fri, 9-12 am or 1-4 pm

United Way of the Plains

Volunteer Center
245 N Water
267-0202
Various hours and locations - No one with a previous felony charge will be accepted.

Wichita Independent Neighborhood Assoc.

Janet 312-3179

Workforce Centers of South Central Kansas, 2021 N. Amidon #1100, 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.

Activity	Credit	Activity	Credit
Complete Intake Process	\$8	Individual Appointments	\$8/hour
Computer Research*	\$8/hour	Career Ready 101**	\$8/hour
Workshop			
Workshop	Credit	Workshop	Credit
Basic Computers 101/102	\$28	Resume Writing / Interviewing Success	\$28
Getting the Most from Google	\$20	Master Resume	\$28
Intro to MS Word 2010	\$28	Targeted Resume	\$28
Intermediate MS Word 2010	\$28	LinkedIn / Networking	\$20
Advanced MS Word 2010	\$28	Job Search Success	\$28
Intro to MS Excel 2010	\$28	Social Media	\$20
Intermediate MS Excel 2010	\$28	Job Readiness 101	\$28
MS PowerPoint 2010	\$28	Kansas WorkReady Assessment	\$36
Resume Writing	\$28	Elevator Pitch	\$24
Interview Success	\$28	Generations in the Workplace	\$16

*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, Wed, Thur, 8:00 am – 5:00 pm
 Tue 8:00 am–7:00 pm, Fri 9:00 am– 5:00 pm