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**COMMUNITY SERVICE WORK**

**SERVING 67TH DISTRICT COURT**

 **AND FAMILY COURT**

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| --- | --- | --- | --- |
| Name**:**  |       | Case Number:  |       |
| Address: |       | Charge |       |
| City:  |         | No. of Hrs Assigned:  |       |
| Agency Name |       | Due Date:  |       |
| Agency Phone:  |       | \*due one week prior to court date |

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| **Do keep an accurate account of your community service work hours along with your community service work supervisor. Your verification should include the dates and times that you worked.** | **Do sign in and out every time you do community service work.**  |
| **Do turn in verification of completed hours no later than one week before your return to court date. All hours will be verified.**  | **Do use the timesheet provided on this website or the agency’s letterhead for verification of hours worked** |
| **Do make sure your community service work supervisor has signed the verification of hours worked and that there is a telephone number to contact your supervisor.**  | **Do comply with the above rules. Otherwise, the court will be notified and you may be ordered back to court.**  |

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Date | In | Out | | Date | In | Out |

Sub Total:\_\_\_\_\_\_\_\_\_\_ Sub Total:\_\_\_\_\_\_\_\_\_

Total Hours Completed:\_\_\_\_\_\_\_\_\_Confirmed By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_