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**COMMUNITY SERVICE WORK**

**SERVING 67TH DISTRICT COURT**

**AND FAMILY COURT**

|  |  |  |  |
| --- | --- | --- | --- |
| 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_