

COMMUNITY SERVICE TIME SHEET

This documentation must be submitted to the court.

Community Service Provider: _____ Telephone: _____

Contact Name and Phone Number of Community Service Location: _____

Name of Defendant Performing Community Service: _____

Total Hours Assigned: _____ To be completed by: _____

Cause number(s): _____

Date	Time In	Time Out	Total Hours	Subtotal Hours	Supervisor Initials	Defendant's Initials

Community Service Rules

While performing community service, I will:

- contact the community service provider to arrange community service as soon as possible;
- not leave the site without permission;
- not deliberately destroy or deface any tools or property;
- apply for authorization for extension of time if needed;
- arrive on time;
- not carry any weapons;
- never accept any tips or cash from anyone in association with my community service;
- contact the municipal court with any questions;
- obey the site supervisor;
- obey site rules
- not use abusive language;
- wear appropriate clothing.

I certify that the above record is a true representation of the number of hours performed.

Signature of Defendant Performing Community Service : _____

Approved by Community Service Provider

Signature: _____ **Phone:** _____

WARNING: Filing false information with the Court is a Class A misdemeanor punishable by up to one year in jail and a maximum fine up to \$4,000.