

COMMUNITY SERVICE TIMESHEET

Name _____

Offense: _____

The above named Defendant appeared in the Glenn Heights Municipal Court, Dallas County, Texas. Pursuant to Art. 43.09 CCP, Defendant elected to participate in the Community Service Program to satisfy all or a portion of the fines, fees, and costs assessed. Defendant is ordered to community service.

You, the above-named defendant are responsible for:

- 1) Confirming that the organization is a non-profit;
- 2) Obtaining the supervisor's initials each time you check in and out from working;
- 3) Recording all the hours you work;
- 4) Submitting the timesheet to the Court and
- 5) Obtain on letterhead a signed letter from the designated representative of the organization where you completed your hours verifying hours were served.

FAILURE TO RETURN THE COMPLETED TIMESHEET WILL REQUIRE YOU TO RETURN TO COURT AND MAY RESULT IN WARRANTS FOR YOU ARREST.

DATE	TIME IN	TIME OUT	TOTAL HOURS	SUBTOTAL HOURS	SUPERVISORS'S INITIAL'S	DEFENDANT'S INITIALS

COMMUNITY SERVICE RULES

- Arrive on time
- Obey site supervisor
- Not leave without permission
- Not carry any weapons
- Not accept any tips, wages, or cash from anyone
- Wear appropriate clothing
- No abusive language
- No horseplay or playing on cell phone
- Not destroy/deface tools or property

This form **will not be accepted if not accompanied by a signed letter** on business letterhead by the non-profit organization you completed the community service with. Must include the organization name, address, phone number for verification and tax exempt ID number.