

MUNICIPAL COURT

Lakewood • University Place • Steilacoom • DuPont
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COMMUNITY SERVICE VERIFICATION FORM

To perform community service for the Municipal Court, you must adhere to the following:

1. Community service must be performed in person at a **NON-PROFIT** organization such as a public school, church, food bank, etc., anywhere within the State of Washington. You must verify that the agency is a non-profit and you may not receive any payment for your community service.
2. Community service hours performed must begin on or after your judgment date. You will not receive credit for hours performed prior. Community service is credited at \$10.00 per hour when applicable. Any hours completed must be filed **ON OR BEFORE** your due date.
3. The organization with which you perform community service must complete this form **AND** attach a letter of verification of hours worked, including dates the services were performed by you. The verification letter **MUST** be on the non-profit agency's letterhead.

NON-PROFIT AGENCY	<p>I certify under penalty of perjury under the laws of the State of Washington that _____ is a non-profit agency, and that the individual identified herein performed the community service hours at this agency as set forth in the attached verification letter.</p> <p>EIN (Employer ID Number) _____</p> <p>Agency Contact: _____</p> <p>Title: _____ Telephone: _____</p> <p>Address: _____</p>
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DEFENDANT	<p>I certify under penalty of perjury under the laws of the State of Washington that (1) I am the defendant in this case; (2) I performed the community service hours at the described non-profit agency on the dates and times described in the attached verification letter.</p> <p>Signature: _____ Date: _____</p>
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NOTE TO ORGANIZATION: Please be advised that we may contact you to verify hours & dates of services performed by this defendant.

NOTE TO DEFENDANT: Hours that are filed late, incomplete or that do not have a service verification letter may not fulfill your requirement and may result in a warrant for your arrest. False certifications may be grounds for a referral for future criminal charge, contempt of court and/or grounds for a violation of probation.

FOR COURT USE ONLY		
Defendant:	_____	
Court Case #:	Date imposed:	Date due:
_____	_____	_____
Total CSE Hours:	in lieu of _____	
_____	_____	