



CITY OF MELISSA MUNICIPAL COURT

COMMUNITY SERVICE TIME SHEET

You have been issued \_\_\_\_ hours of community service by the Judge. You will be required to perform actual community service hours to fulfill your requirements. If you wish to donate items to a non-profit organization you may do so in ADDITION to your hours but will not be considered in lieu of performing hours unless previously approved by the Judge

Signed \_\_\_\_\_
Defendant

Date \_\_\_\_\_

Signed \_\_\_\_\_
Judge/Court Clerk/Deputy Court Clerk

Date \_\_\_\_\_

NAME: \_\_\_\_\_

Table with 7 columns: Date, Time In, Time Out, Total Hours, Contact Number, Supervisor Name, Defendant's Initials. Multiple empty rows for data entry.

Community Service Rules

While performing community service, I will:

- Contact the provider I choose to arrange community service as soon as possible;
Arrive on time;
Obey the site supervisor;
Not leave the worksite without permission;
Not carry any sort of weapon;
Not use abusive language;
Not deliberately destroy or deface any tools or property;
Never accept any tips or cash from anyone in association with my community service;
Wear appropriate clothing to work;
Apply for authorization for extension of time if needed;
Contact the City of Melissa Municipal Court with any questions at 972-838-2034.

Finally, I understand that failure to follow these rules will result in a warrant being issued for my arrest and may result in my incarceration.

Approved by: \_\_\_\_\_
Community Service Provider Representative

Signature of Defendant Performing
Community Service

Received completed hours by \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_

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.

\* Pay Online @ www.trafficpayment.com or 1-800-444-1187

\* Cash or Money Order payments can be made in person at the Court.