

Please read these pages in their entirety regarding your Court ordered Community Service.

MANDATORY GUIDELINES FOR COURT ORDERED COMMUNITY SERVICE

- Community Service must be performed at a **non-profit organization** (IRC Section 501(c)(3)) Non-Profit Agency). Any hours performed at an entity that is not non-profit, **will not be accepted** as complying with the Court's Order.
- If you work at more than one entity, you must fill out a separate timesheet for each organization.
- Community Service is not restricted to being performed in the City of Louisville.
- The completed timesheet must be returned to the Court prior to your due date or you must appear on that date.
- You may not work with or be supervised by friends, relatives or parents.

FAILURE TO COMPLETE COMMUNITY SERVICE BY DUE DATE

If you fail to complete your community service by the completion date:

- You **MUST APPEAR** in Court on your review/due date to ask the Judge for an extension.
- **NO CONTINUANCES** will be given over the phone.
- **NO CONTINUANCES** will be given by email.

Failure to comply with the Court Order may result in a warrant being issued for your arrest.

RETURNING COMPLETED COMMUNITY SERVICE HOURS

- Email – send in PDF format only to **lindal@louisvilleco.gov**
- DO NOT send a picture of your completed timesheet
- Mail to or drop off in person at 992 W Via Appia Way, Louisville, CO 80027

CONTINUANCES MAY ONLY BE GRANTED IN PERSON, BY THE JUDGE
NO CONTINUANCES WILL BE GIVEN OVER THE PHONE OR BY EMAIL

Court Ordered Community Service Timesheet Louisville Municipal Court

Name of Defendant _____ Case# _____

Name of Non-profit Organization where community service was performed

Address of Organization

Printed name of supervisor _____ Phone # _____

Supervisor Signature _____ Date _____

Date Worked	# of hours	Supervisor's Signature

RETURN COMPLETED COMMUNITY SERVICE HOURS to the Louisville Municipal Court

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