

IMPORTANT INFORMATION – PLEASE READ:

The Court has ordered you to complete a certain number of Community Service work hours, the exact number noted on your Community Service order.

1. It is **YOUR RESPONSIBILITY** to find the time and location to perform the community service that the Superior Municipal Court has assigned. If you choose more than one **NON-PROFIT** organization to complete the hours of community service ordered, you must have a completed community service time sheet for each organization.
2. You must perform the community service at one or more recognized **NON-PROFIT** organizations. These organizations include schools, churches, charity-outreach agencies (ARC, Goodwill, The Salvation Army, SHARE Colorado, etc.), libraries, hospitals, shelters for displaced persons, recreation centers, animal shelters, humane societies, and many others. Your service may be done outside the Town of Superior but must be done at a **NON-PROFIT** organization. You will need to contact the organization and confirm the organization is **NON-PROFIT** and make arrangements with a supervisor of the organization.
3. You **MUST** perform the assigned community service hours by the completion date. If it is not completed by court ordered date and time you will need to appear before the judge for further action on the date and time stated on your slip *failure to provide the Court with proof of completion of your assigned hours by the completion date may result in the issuance of a Bench Warrant for your arrest.*
4. You are to report for work as agreed upon with the supervisor of the organization. You must call the supervisor if an emergency prevents you from reporting for work. **Give the community service time sheet to the supervisor to fill out. Return the completed time sheet to the Court on or before your review date.**
5. The Court will verify all community service hours with the supervisor by telephone.

SUPERIOR MUNICIPAL COURT

124 E. Coal Creek Drive

Superior, CO 80020

Phone: 303.499.3675 Fax: 303.499.3677

COMMUNITY SERVICE TIME SHEET

****ALL COMMUNITY SERVICE HOURS MUST BE PERFORMED AT AN IRC SECTION 501(c) (3) NON-PROFIT AGENCY AND BE SIGNED BY THE SUPERVISOR TO BE ACCEPTED BY THE COURT****

Defendant: _____ Case #: _____

Number of hours court ordered: _____ Due date for completion: _____

<u>DATE</u>	<u>HRS. WORKED</u>	<u>SUPERVISOR</u>	<u>DUTIES</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL HOURS COMPLETED _____

NON-PROFIT AGENCY NAME: _____

SUPERVISOR'S SIGNATURE: _____

PRINT NAME: _____

SUPERVISOR'S TELEPHONE NUMBER: _____

SUPERVISORS VERIFIES COMPLETION OF WORK AND STATUS OF THE AGENCY AS AN IRC SECTION 501 (c) (3) NONPROFIT AGENCY

COMMENTS: _____

TO THE SUPERVISOR: PLEASE RATE DEFENDANTS WORK PERFORMANCE:

ATTITUDE	Poor	Fair	Good	Excellent
WILLINGNESS	Poor	Fair	Good	Excellent
WORK PRODUCTIVITY	Poor	Fair	Good	Excellent

THE DEFENDANT IS REQUIRED TO RETURN THIS SHEET TO THE SUPERIOR MUNICIPAL COURT BY THE ASSIGNED DUE DATE, FAILURE TO DO SO MAY RESULT IN THE ISSUANCE OF A WARRANT FOR THE DEFENDANT'S ARREST.