



## LETTER REGARDING COMMUNITY SERVICE

You may do your community service at **any** non-profit agency of your choice. A listing of potential agencies appears on the reverse side. Within the time given by the Judge to complete your community service, you must file a letter regarding completion of your community service. If you are on probation, the letter must be filed with your probation officer. If you are not on probation, the letter must be filed with the 53<sup>rd</sup> District Court Clerk.

The letter must be on the non-profit agency letterhead and signed by someone in charge of the agency. The letter must state the following:

1. The dates the community service was performed;
2. For each date specified, the time during which the service was performed;
3. The work you performed on behalf of the agency; and
4. Whether you were of assistance to the agency.

5/7/19