

KIRKLAND MUNICIPAL COURT
COMMUNITY SERVICE VERIFICATION FORM

Defendant: _____ Court Case #: _____
Date Imposed: _____ Date Due: _____ Total CSE Hours: _____

Defendant may complete above community service in lieu of fines.

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

1. Community service hours must be performed at a non-profit agency with an active 501(c) status. This includes most charities, government agencies, public schools, libraries, parks, food banks, and shelters etc. You must verify the agency is non-profit and you may not receive any payment for your community service.
2. The Court will not accept community service performed for a prior or current employer, family member or an agency for which you have management responsibility. This court **does not** accept community service hours from online agencies or from agencies in which you must pay a fee to get credit for your hours (some examples of this include, but are not limited to: Terra Research, Community Service Help, Fast Community Service, American Angel Works, Caffeine Awareness Association).
3. The organization with which you perform community service must complete this form **AND** attach a letter of verification of hours worked (**see sample on reverse side**) including the dates the services were performed by you. The verification letter must be on the non-profit agency's letterhead and signed by the same person as below.

NON-PROFIT AGENCY	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.
	Non – Profit Agency Number (EIN Number): _____
	Agency Contact and Title: _____ Telephone: _____
	Address: _____
	Signature and Printed Name: _____ Date: _____
	NOTE TO ORGANIZATION: Please be advised that we may contact you to verify hours & dates of services performed by this defendant.

DEFENDANT	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.
	Signature: _____ Date: _____
	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 review hearing. 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	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied _____ (Court Clerk Signature)

It is your responsibility to:

1. **Contact the agency.**
2. **Perform the community service within the time limit set by the Court.**
3. **Submit a completed and signed Community Service Verification Form to the court.**
4. **Submit a letter of proof from the agency to the court. In order to be accepted by the Court and/or Probation it must have the following:**
 - **Written/typed on agency letterhead and must be dated**
 - **Include dates of service and actual hours service was performed**
 - **Include your case number**
 - **Letter must be signed by the same person at the non-profit agency who signed the front of this document**

SAMPLE COMMUNITY SERVICE HOURS PROOF LETTER

August 1, 2017

Kirkland Parks Department
123 Fifth Avenue
Kirkland, WA 98033

This is to inform you that John Doe (case # 1Z055555) completed 15 community service hours with the Kirkland Parks Department in the month of October. Here is a log of the actual hours:

10/10	8:00-12:00	4 hours yard work
10/14	1:00-7:00	6 hours assisting with senior center event
10/17	8:00-12:00	8 hours yard work

Mr. Doe was a cheerful and reliable volunteer and we would welcome him back for future events. Should you have any questions, please feel free to contact me at the phone number below or email me.

signature

Jane Event
Volunteer Coordinator
Kirkland Parks Department
425 555 5555
JEvent@kirklandwa.gov

Kirkland Court does not endorse any of these agencies; list provided for information only

21 Acres 21acres.org/get-involved/become-a-volunteer/	425-481-1500	HopeLink hopelink.org/take-action/volunteer	425-889-7880
St. Vincent de Paul svdpseattle.org/get-involved/	206-767-9975	Jubilee Reach jubileereach.org/volunteer	425-746-0506
Kirkland Parks Department *Youth Court only*	425-587-3012 kirklandwa.gov	Friends of Youth friendsofyouth.org	425-869-6490 x 309
Eastside Community Aid Thrift Shop ecathriftshop.org/volunteers.html	425-825-1877	Friends of the Trail friendsofthetrail.org	425-831-5486
Washington Trails Association wta.org/get-involved/volunteer	206-625-1367	U-District Food Bank udistrictfoodbank.org/involved	206-523-7060