



You have been ordered by the Cedar Hill Municipal Court to complete your hours of supervised community service at any of the following:

Animal Shelter (972) 291-5335 (Option 6) Cedar Hill State Park (972) 291-3900 (Option 8)

NOTICE

If you choose to do community service at a non-profit organization other than the ones listed above, you **MUST** submit the following in addition to this form showing the hours you completed:

- 1. A letter on COMPANY LETTERHEAD from the leader or manager who will be supervising your work, and**
- 2. Documentation showing the company’s non-profit status or a statement by the supervisor indicating that the organization is non-profit organization.**

If these documents are not received on or before your **ORDERED** date of completion, the hours that you worked **MAY NOT** be accepted as compliance with the Court’s order.

Defendant shall not perform more than 16 hours in any 7 –day period, nor more than 8 hours in a 24 –hour period.

DATE	LOCATION	WORK DONE	HOURS	SUPERVISOR SIGNATURE

Community Service Rules

1. Contact the provider and arrange community service as soon as possible.
2. Arrive on time.
3. Obey the site supervisor.
4. Not leave the worksite without permission.
5. Not carry any sort of weapon.
6. Not use abusive language.
7. Not deliberately destroy or deface any tools or property.
8. Never accept any tips or cash from anyone in association with my community service.
9. Wear appropriate clothing to work.
10. Do not expect an extension of time to complete community service work except in cases of medical or another emergency.
11. Loss of the Community Service Record before it is turned in to the court may result in having to perform the unaccounted-for hours again.
12. Failure to comply with rules stated above may subject Defendant to additional citations and cancellation of deferred status.

For your convenience we will accept this document & any other required documentation returned by: Email: court@cedarhilltx.com or Fax: 972-291-5113