

**MERCER ISLAND 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 all 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	<p>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.</p> <p>Non – Profit Agency Number (EIN Number): _____</p> <p>Agency Contact and Title: _____ Telephone: _____</p> <p>Address: _____</p> <p>Signature and Printed Name: _____ Date: _____</p> <p>NOTE TO ORGANIZATION: Please be advised that we may contact you to verify hours & dates of services performed by this defendant.</p>
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DEFENDANT	<p>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.</p> <p>Signature: _____ Date: _____</p> <p>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.</p>
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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****

January 16, 2022

Mercer Island Parks Department
123 Fifth Avenue
Mercer Island, WA 98033

This is to inform you that John Doe (case # 1Z0555555) completed 15 community service hours with the Mercer Island Parks Department in the month of December. Here is a log of the actual hours:

12/10	8:00-12:00	4 hours yard work
12/14	1:00-7:00	6 hours assisting with senior center event
12/17	8:00-1:00	5 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
Mercer Island Parks Department
(206) 555 5555
JEvent@mercerisland.gov

****Mercer Island Court does not endorse any of these agencies; list is provided for information only****

21 Acres 425-481-1500
21acres.org/get-involved/become-a-volunteer/

HopeLink 425-889-7880
hopelink.org/take-action/volunteer

St. Vincent de Paul 206-767-9975
svdpseattle.org/get-involved/

Jubilee Reach 425-746-0506
jubileereach.org/volunteer

Mercer Island Farmers Market 206-235-1185

Friends of Youth 425-869-6490 x 309
friendsofyouth.org

Eastside Community 425-825-1877
Aid Thrift Shop ecathriftshop.org/volunteers.html

Friends of the Trail 425-831-5486
friendsofthetrail.org

Washington Trails Association 206-625-1367
wta.org/get-involved/volunteer

U-District Food Bank 206-523-7060
udistrictfoodbank.org/involved