

Offense: _____ **Citation #** _____
Name: _____ **DOB** _____ has been ordered by the Cedar Hill Municipal Court to complete supervised Community Service at a **501 – C Non-Profit Organization**.

You are required to notify the court of the organization you have chosen to complete your hours with. This log sheet and a letterhead from the organization must be submitted either in person or via email at **court@cedarhilltx.com** no later than your court ordered due date.

IF YOU CHOOSE TO GO OFF THE PRE-APPROVED LIST, YOU MUST CONTACT THE COURT FOR APPROVAL!
469-272-2930

Defendant shall not perform more than 16 hours in any 7-day period or more than 8 hours in a 24-hour period.

Non-Profit Organization Name

Non-Profit Telephone

IMPORTANT

IF YOU FAIL TO SUBMIT THE REQUIRED DOCUMENTS BY YOUR ORDERED DATE OF COMPLETION, THE HOURS THAT YOU HAVE WORKED MAY NOT BE ACCEPTED AS A COMPLIANCE WITH THE COURTS ORDER!

DATE	LOCATION	WORK DONE	HOURS	SUPERVISOR SIGNATURE

WHILE PERFORMING MY COMMUNITY SERVICE, I PROMISE TO:

1. Contact the organization as soon as possible
2. Arrive on time
3. Obey the site supervisor
4. Not leave the site without permission
5. Not carry or bring any sort of weapon
6. Not be disrespectful or use abusive language
7. Not deliberately destroy or deface any tools or property
8. Not accept tips/cash during my community service
9. Wear appropriate clothing
10. Notify the Cedar Hill Municipal Court of any questions

I certify that the above record is a true representation of the number of hours I have performed for the above time.

Signature of Community Service Supervisor



Signature of Defendant

WARNING

FILING FALSE INFORMATION WITH THE COURT IS A CLASS A MISDEMEANOR THAT IS PUNISHABLE BY UP TO ONE YEAR IN JAIL AND A MAXIMUM FINE UP TO \$4,000.