

41-A District Court Probation Department

DISTRICT JUDGES

ANNEMARIE M. LEPORE
STEPHEN S. SIERAWSKI
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PROBATION SERVICES STERLING HEIGHTS DIVISION

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<https://www.sterling-heights.net/425/Probation-Department>

DEFENDANT: _____

HOURS ORDERED: _____ DUE DATE: _____

COMMUNITY SERVICE IS ONLY ALLOWED AT NON-PROFIT AGENCIES. You have been provided with a list/lists of acceptable non-profit agencies where you may complete your court-ordered community service.

You are responsible for completing your community service at an approved site. Generally, any non-profit agency certified by the State or given 501(C) 3 status by the Federal Government will be accepted for community service. You may search for government approved agencies through the IRS website:

<https://www.irs.gov/charities-non-profits/search-for-tax-exempt-organizations>

If you would like to complete hours at a site **not on our list**, it is recommended you contact the Probation Department for approval PRIOR to beginning your community service. You will be required to provide: 1) the name and address of the agency, 2) the name of the site supervisor who will be monitoring your service, and 3) the 501(c)3 number.

After completing your hours, **you are responsible** for providing written documentation to this Department on or before the due date. Documentation must:

- Be on the agency letterhead;
- Include dates and hours worked;
- Be signed and dated by the supervisor or agency manager;
- Include a contact telephone number and/or email address;

You will not receive credit for any hours worked if they are not properly documented and if they have not been **completed in full by the required due date**.

FAILURE TO COMPLY AS ORDERED WILL RESULT IN A SHOW-CAUSE / VIOLATION HEARING AND POSSIBLE ADDITIONAL PENALTIES.

I HAVE READ THE COMMUNITY SERVICE INSTRUCTION SHEET. I UNDERSTAND THE RULES AND AGREE TO COMPLY.

SIGNATURE

DATE