

# 41-A District Court Probation Department

## DISTRICT JUDGES

ANNEMARIE M. LEPORE  
STEPHEN S. SIERAWSKI  
KIMBERLEY A. WIEGAND



PROBATION SERVICES  
STERLING HEIGHTS DIVISION

**ELIZABETH GADIOLI**  
Chief Probation Officer

**MEGAN FINKEL**  
Probation Officer

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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.**

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

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_