

**COMMUNITY SERVICE REQUEST**

STATE OF FLORIDA  
-Vs-

Case Number: \_\_\_\_\_

Citation Number: \_\_\_\_\_

Defendant

I am requesting to do Community Service work in lieu of paying the fine/civil penalty imposed on the above listed citation(s).

The reason for your financial hardship. Choose either "Yes" or "No" and answer the following questions:

I am unemployed: Yes \_\_\_ or No \_\_\_

I work only Part Time: Yes \_\_\_ or No \_\_\_ How many hours weekly \_\_\_\_\_

I have a limited income: Yes \_\_\_ or No \_\_\_ Monthly Gross Income \$ \_\_\_\_\_

I am a full time/part time student: Yes \_\_\_ or No \_\_\_

Additional Remarks:

\_\_\_\_\_  
\_\_\_\_\_

Defendant's Signature

Date

Name: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Defendant notified by mail: \_\_\_\_\_ Date Community Service Notified: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Date Denied: \_\_\_\_\_ Hearing Officer Signature: \_\_\_\_\_

You have requested that your traffic/misdemeanor fine be worked off by doing Community Service work. The Hearing Officer has approved working off your fine(s) of \$ \_\_\_\_\_ which converts to \_\_\_\_\_ hours of Community Service work to be completed by: \_\_\_\_\_ (within 90 days).

You are directed to the **Community Service Department** of the Court Services located at **6816 Caroline Street (Hwy 90), Milton, Florida (Gavin Purvis @ 623-0178)**. You will be required at that time to pay a **\$55.00 intake fee** for the program. You will be instructed when and where to do your community service work.

Upon completion of community service hours required, you will bring your completed "TIME SHEET" back to the Community Service Department. You are then personally responsible for providing the Clerks' office with the proof from the Community Service Department/Probation Office of your completed community service hours.