



THE HONORABLE
GWEN MARSHALL

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER

SPECIAL PROCESS DIVISION

COMMUNITY SERVICE INFORMATION

Name: _____

Case #s: _____

The above individual has been ordered by the Court to complete community service hours with a **non-profit agency** instead of paying court costs and fines. Proof of completion must be filed with the Leon County Clerk of the Circuit Court and Comptroller's Office by _____. Failure to file proof of completion of community service hours with the Clerk's Office may result in additional late fees and driver license suspension. Attach this letter to the agency's completion form, or make sure the agency puts all of the above case numbers on your completion form.

Community service hours must be performed at an established, non-profit agency, such as: The United Way, The Boys and Girls Club of America, The American Red Cross, Habitat for Humanity, The American Cancer Society, MADD, or March of Dimes. For a list of volunteer opportunities in Leon County, visit <http://volunteer.volunteerleon.org>.

Community service hours must be reported to the Court. Pursuant to Chapters 318 and 938, Florida Statutes, proof of completion must be provided **on agency letterhead; an authorized agent of the agency must sign the form; and the agent's signature must be notarized.** This form must be returned to the address noted above. If you fail to complete your hours and submit proof of completion before the date noted above, the court may reconvert your hours into costs and fines and all provisions relating to payment will apply to you again.