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11/14/2013

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'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.

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 of the Florida Statutes, proof of completion must be provided **on agency letterhead and the authorizing designated agent's signature must be notarized**. This form must be returned to the address noted below. If you fail to complete your hours and submit proof of completion before the date noted, the court may reconvert your hours into costs and fines, and the provisions relating to payment will apply to you again.