

# COMMUNITY SERVICE WORK DIRECTIVES

## 13th Judicial Circuit Court

1. You may perform your Community Service Work at any one or two of the agencies below:
  - Central Missouri Food Pantry
  - Central Missouri Humane Society
  - Salvation Army Thrift Store – Parkade
  - Boone County Fair Board
  - Senior Center- Business Loop
  - Central Missouri Food Bank
  - Columbia Parks & Rec (the Armory)
  - Salvation Army Thrift Store – Walnut St.
  - Habitat for Humanity
  - Centro Latino
2. **DO NOT perform CSW anywhere else** without first calling Court Services (ACS) and having us approve the agency you have chosen. If you do not call ACS first, you may have to do your hours twice.
3. Your **time sheet must be filled in and signed** by an authorized person at the tax exempt agency each time you perform CSW.
4. Upon completion of your CSW, you are responsible to return the time sheet to the ACS office. **Willful submission of a false time sheet may result in the filing of against you**
5. ACS will call the agency shown on your completed time sheet to verify the hours. ACS will not credit you with the hours shown on your time sheet unless the tax exempt authorized representative verifies that you have performed the hours shown on your time sheet.
6. Before you return your completed time sheet to Court Services, add to the sheet the name of the agency where you volunteered, the name of the person there who can verify your CSW hours and that person's land line phone number at the agency's office. We cannot phone a cell phone or any phone number other than the land line phone number listed for that agency in the current phone company phone book.
7. **BE SURE TO LEAVE A COPY OF YOUR COMPLETED TIME SHEET WITH THE AGENCY WHERE YOU WORKED YOUR CSW HOURS SO THAT THE AGENCY CAN EASILY VERIFY YOUR HOURS WHEN WE CALL THEM.**
8. If you have any questions, please call ACS at 573-886-4180

---

Defendant's Signature

---

Defendant's Name printed

---

Date  
(rev. 02-15)