Bastrop Municipal Court
Judge Charlotte Hinds
104 Grady Tuck
Bastrop, Texas 78602
Telephone: _512-332-8650
Fax: _512-332-8659

MUST HAVE NAME AND PHONE NUMBER WHERE DEFENDANT WORKED OR NO CREDIT WILL BE GIVEN

COMMUNITY SERVICE TIME SHEET

Community Service Provider:_____ Telephone:_____Date Assigned: _____
Name of Defendant Performing Community Service: _____DOB: _____
Total Hours Assigned: _____ To be completed by: _____
Complete _____ hours by _____; and then _____ hours by _____
Cause number(s): **DOCKET**

Date	Time In	Time Out	Total Hours	DUTIES PERFORMED	Supervisor Initials	Defendant's Initials

Community Service Rules

While performing community service, I will:

- Contact the provider I choose to arrange community service as soon as possible;
- Arrive on time;
- Obey the site supervisor;
- Not leave the worksite without permission;
- Not carry any sort of weapon;
- Not use abusive language;
- Not deliberately destroy or deface any tools or property;
- Never accept any tips or cash from anyone in association with my community service;
- Wear appropriate clothing to work;
- Apply for authorization for extension of time if needed;
- Contact the Municipal Court with any questions.

Finally, I understand that failure to follow these rules will result in a warrant being issued for my arrest and may result in my incarceration
I certify that the above record is a true representation of the number of hours worked for the above period by _____.

Approved by: _____
Community Service Provider Representative

_____
Signature of Defendant Performing Community Service

WARNING: Filing false information with the Court is a Class A misdemeanor punishable by up to one year in jail and a maximum fine up to $4,000

DEFENDANT IS RESPONSIBLE FOR TURNING IN TIME SHEET WEEKLY

MUST BE PERFORMED AT A NON-PROFIT ORGANIZATION, GOVERNMENT ENTITY, RELIGIOUS FACILITY, EDUCATIONAL INSTITUTION, NEIGHBORHOOD ASSOCIATION OR GROUP