



COMMUNITY SERVICE PROCEDURES

YOU MUST FIRST BE DEEMED INDIGENT BY THE JUDGE TO BE ELIGIBLE TO PERFORM COMMUNITY SERVICE IN LIEU OF A FINE. Upon filing a Motion and an Application for Indigency Determination with the court, a hearing will be scheduled. The forms are available at the court and via the court website. Those defendants currently deemed indigent by this court (i.e. have a public defender appointed to the case) are eligible to perform community service in lieu of a fine. You must have parent permission (if under age 18) and follow the rules and procedures set forth below.

(Step 1) GET PERMISSION FROM THE JUDGE

You must be deemed indigent by the Judge **prior** to any hours worked. You may apply for indigency determination by filing a Motion and an Application for Indigency Determination with the court. The forms are available at the court office and on the court website www.gigharborwa.gov.

If you are currently deemed indigent by this court (i.e. public defender appointed to your case) you are eligible to perform community service in lieu of a fine. If you are unsure, call the court.

You may perform community service at any 501c3 non-profit agency or at an agency from the suggested list. The suggested list is available at the court office and on the court website www.gigharborwa.gov.

(Step 2) CHOOSE A NON-PROFIT AGENCY

➤ **COMMUNITY SERVICE MUST BE FROM 503-1C NON-PROFIT AGENCY (credit rate state minimum wage).**
It is your responsibility to contact an agency that interests you and meet the guidelines for that agency.

(Step 3) FILE PROOF WITH THE COURT

In order to receive credit for hours worked you must file with the Court written documentation/proof from the agency on the agency letterhead. The documentation must include the following:

- The supervisor's signature, printed name, and direct phone number;
- The Company/Agency Name, Address, Phone, Logo, and Non-Profit Status;
- A description of the duties you performed;
- All detailed record of all dates and hours worked.