MUNICIPAL COURT OF WASHINGTON FOR THE CITY OF GIG HARBOR	No.
CITY OF GIG HARBOR_____ **Plaintiff** **vs.** _____**, Defendant.**	**ORDER ALLOWING COMMUNITY SERVICE WORK IN LIEU OF** ☐ **JAIL** ☐ **CRIMINAL FINE** ☐ **INFRACTION FINE**

IT IS ORDERED that the defendant shall perform community service work with a 501c3 non-profit agency or an agency from the suggested list. Credit will be given as follows:

☐ **FINES ELIGIBLE TO CONVERT** $_____ are converted to _____ hours community service.
  You must file proof of completed community service hours with the court by _____.

☐ **DAYS IN JAIL** _____ are converted to _____ hours community service.
  You must file proof of completed community service hours with the court by _____.

I understand that I will be expected to work as directed by the non-profit agency. Failure to complete community service work in lieu of jail by the court imposed deadline may result in the immediate issuance of a warrant for my arrest. Failure to complete community service work in lieu of fines by the court imposed deadline may result in the fine being referred to a collection agency.

COMMUNITY SERVICE AT ANY NON-PROFIT AGENCY (credit rate state minimum wage)
  It is your responsibility to contact a 501c3 non-profit agency that interests you and meet the guidelines for that agency or contact a non-profit agency from the suggested agency list. The list is available at the Gig Harbor Court office and at www.gigharborwa.gov.
  It is your responsibility to contact an agency that interests you and meet the guidelines for that agency.

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

1. The company/agency name, address, logo, and phone number;
2. The supervisors name printed and signed and their direct contact phone number;
3. A description of the duties performed and a detailed record of all dates/hours worked.

Dated: _____.

_____   _____
DEFENDANT   JUDGE

_____
Parent/Guardian (Minors Under Age 18) Required
Printed Name:_____