

**Do not call to schedule a time to complete community service**

**MUNICIPAL COURT OF ATLANTA COMMUNITY SERVICE SHEET**

<b>Client's Name:</b>	<b># of Hours to Complete:</b>		
<b>Next Court Date:</b>	<b>Courtroom:</b>	<b>Court Time:</b>	<b>A.M./P.M.</b>
<b>C/S Only</b> _____	<b>Teens Learning</b> _____	<b>Restorative BD</b> _____	<b>Sentinel Probation</b> _____ <b>ABC</b> _____
<b>Program Coordinator's Name:</b>			

**I understand that I must perform my community service in the City of Atlanta through the Community Court Division. All exceptions must be approved before I start performing the hours.**

I understand that it is my responsibility to keep up with this sign-in sheet. If I lose this sheet, I must redo all hours that had been recorded on the sheet. I must return this sign-in sheet to the Community Court Staff (2<sup>nd</sup> floor, last door on the left, near the back door security officer of the Courthouse) before my court reset date. In return, I will receive a "Certificate of Completion" verifying my service hours.

**In order to ensure a safe and appropriate work environment, the following dress code must be followed by clients:**

- **Clients must wear clothing appropriate to work assignment (Long or short sleeve shirt/blouse).**
- **Clients must wear shoes that cover the entire foot (steel-toed boots are not required). High heels, slippers, or open toe sandals are unacceptable.**
- **Shirts with obscene or derogatory pictures or phrases are unacceptable.**
- **Short shorts or short skirts are unacceptable.**
- **Gang – related items/colors are not allowed.**
- **Caps are to be worn properly and may not have obscene or derogatory pictures or phrases.**
- **Caps are not be worn inside by males.**
- **Pants are to be worn on the waist or hip (no lower).**
- **A belt will be worn with pants.**

Community service is available **Monday through Thursday and Saturdays (exception - inclement weather – rain/32 degrees and below. The majority of community service hours are done outside).** Weekdays (Monday through Thursday) I will meet in the hallway on the first floor (the benches located along the walls nearest the elevators) at **8:00 a.m.** in the Municipal Court of Atlanta building, 150 Garnett Street. **Street level entrance into the Municipal Court building is the second floor. Take the elevator to the 1<sup>st</sup> floor.**

**I can listen to a pre-recorded voice message detailing the time and location to meet for Saturday projects by calling 404 588-2252, on Thursday of each week, after 6 p. m. (you cannot leave a message on this line). Listen to the entire message. Information pertaining to cancellation due to inclement weather, holiday schedules, etc. will be recorded.**

Failure to perform work as instructed, insubordination, intoxication, illegal drug use, or any act disruptive to the work crew will result in me being immediately dismissed from the work detail and the reason for dismissal reported to the sentencing Judge. **I am responsible for transportation to and from the specified work site.**

**I understand that I will receive credit only for the hours that I work. (example: A full day of community service is 8am to 4pm, but if my assignment on a given day ends at 2:30pm, I will only be given 6.5 hours for that day)**

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### **Waiver**

**I will in no way consider myself or represent myself as an employee of the City of Atlanta, the Municipal Court of Atlanta, the institution where I am performing this community service, or any other agency, business or individual in the course of or as a result of this community service. Nor will I make any claim for wages, unemployment benefits or worker's compensation benefits from any sources mentioned above as a result of this activity or related community service.**

**I will assume all liability for bodily or personal injury that I may receive arising from, and by reason of, any and all known or unknown, foreseen or unforeseen causes, or any other consequences that may result from participation in this program. I release and hold harmless each and every municipality, agency, office, institution or individual where community service hours are performed for any injury to my person or property.**

My Signature: \_\_\_\_\_ on (date) \_\_\_\_\_ is  
acknowledgement that I have read and understand the contents of this form.

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<b>C/S Only</b> _____ <b>Teens Learning</b> _____ <b>Restorative BD</b> _____ <b>Sentinel Probation</b> _____ <b>ABC</b> _____	

Date	Time In	Time Out	Hrs. Earned	Location	Supervisor's Signature

### Frequently Asked Questions

**Q:** How do I start my community service?

**A:** **There is no need to schedule an appointment** with the court/Community Service Coordinator. As soon as you have been assigned community service hours through the court, complete your Waiver form and start.

**Q:** When can I do my community service hours?

**A:** Opportunities to complete community service hours are primarily available Monday through Thursday and Saturday. On Monday through Thursday, meet on the 1<sup>st</sup> floor of The Municipal Court building, located at 150 Garnett Street, Atlanta, Georgia at **8:00 A.M** promptly. **There is no community service on Fridays.** If you are late or dressed inappropriately, you will not be able to do community service hours that day. If you are interested in the Weekender program (Saturday), call 404 588-2252 and listen to the voice mail message after 6:00pm on Thursday.

**Q:** Where can I do my community service?

**A:** Defendants who offend in the City of Atlanta are expected to complete their community service hours in the City of Atlanta through the Community Court Division.

**Q:** What if I have a conflict with all of the listed community court project times?

**A:** You must bring in documentation of the conflict **and** talk directly with the Community Service Coordinator, Mr. Allen. **Living or attending school in another county is not a conflict. Full-time employment is not a conflict.**

**Q:** If I have a verified conflict, what is the minimum numbers of hours I can work in a day and still get credit for community service?

**A:** Four **(4)** hours. Any exceptions must be approved before that day.

**Q:** How do I verify that I have completed my hours?

**A:** You must take your community service assignment sheet with you to each community service project. It will be signed by the supervisor of that project or a designated Community Court staff person. It is your only proof that you have completed the hours. If you lose it, you will have to repeat the hours. Once you have completed your hours, come to the Community Court Office to receive a **Certificate of Completion** Monday – Thursday during the following hours:

**8:00am – 8:30am      12:00pm – 12:30pm      2:30pm – 4:30pm**