

## The Municipal Court of Atlanta Community Service Program

### 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 occasion, service hours are also available on Sundays. 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.

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

**A:** You must bring in or fax in documentation of the conflict **and** talk directly with the Community Service Coordinator, Mr. Allen, at 404 588-5903. 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**

**Q:** What is the purpose of having a reset date?

**A:** Each client's case is open until such time that sanctions imposed by the Court are completed. The "Reset Date" is a date determined by the Court to find out whether or not you have met your requirements as given by the Court.

**Q:** Am I required to come back to court on my reset date if I only have Community Service hours to complete and no other requirements?

**A:** Returning to court is at the discretion of the sentencing Judge. You should find out whether you are required to come back to court when you are assigned community service hours.

**Q:** Where will I perform my community service hours?

**A:** Community service projects are scheduled with non-profit agencies, NPU's, City Council Members, etc. throughout The City of Atlanta.