

**CITY OF ALLEN MUNICIPAL COURT
301 CENTURY PARKWAY
ALLEN TEXAS 75013
214 – 509 – 4380
COMMUNITY SERVICE TIME SHEET**

DEFENDANT’S NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 TELEPHONE: _____
 DOB: _____ CAUSE NO: _____
 TOTAL HOURS ASSIGNED: _____ TO BE COMPLETED BY: _____

COMMUNITY SERVICE PROVIDER: _____
 Telephone: _____

Date	Time In	Time Out	Hours	Supervisor’s 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.
- No Alcohol or Drugs allowed before or while performing community service.

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: _____

 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.