

# Community Service

Amiee Cooper  
Collections Officer

8<sup>th</sup> District Court  
150 E. Crosstown Parkway  
Kalamazoo, MI 49001

(269) 384-8011

[AJCOOP@kalcounty.com](mailto:AJCOOP@kalcounty.com)

## **8<sup>th</sup> District Court**

### **COMMUNITY SERVICE PROCEDURE**

A judge or magistrate may order community service work in lieu of payment to assist defendants in satisfying their debt to the court when there is a demonstrated inability to pay.

Defendants applying for community service must meet the following criteria:

- Be unemployed or show financial need and be able to perform community service work.
- Must complete a community service application and file it with the court.

The application is forwarded to a judge or magistrate to review for authorization.

- If authorized, the total number of hours to complete is calculated along with any additional monies that will need to be paid and a due date is set.
- The original is filed with the court and a copy is sent to the defendant.
- The information is updated in our court database for monitoring.

Upon order of community service:

- Hours must be completed at a nonprofit agency. The list of agencies is available at all court locations and in the probation department.
- Verification forms are to be returned to the court by the due date given.

Upon receipt of verification form:

- Hours completed are verified by court staff.
- Credit is applied at the rate of \$8.00 for each hour completed.
- Verification form is then held at the court.

Community service work may not be performed for:

- Restitution
- Driver's license reinstatement fees
- Forensic fees
- Crime victim fees
- Expense recovery fees
- Cost recovery fees
- Justice system fund/minimum state costs

Noncompliance with the order for community service will result in either a show cause hearing being scheduled or a bench warrant issued.

- ☐ 150 E. Crosstown Parkway, Kalamazoo, MI 49001 (269) 384-8171
- ☐ 227 W. Michigan Ave, Kalamazoo, MI 49007 (269) 384-8171
- ☐ 7810 Shaver Road, Portage, MI 49024 (269) 383-6460

EXPENSE	AMOUNT PER MONTH	EXPENSE	AMOUNT PER MONTH
		TOTAL MONTHLY EXPENSES ➡	\$

I certify on this date a copy of this petition and order was served upon the parties by ordinary mail.

\_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Date

## 8<sup>TH</sup> DISTRICT COURT

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<b>COMMUNITY SERVICE CONFIRMATION</b>		Case Number	
Name of Volunteer			
Mailing Address		City	State Zip

DATE	HOURS COMPLETED	DATE	HOURS COMPLETED
		<b>TOTAL HOURS COMPLETED</b>	

<b>COMMUNITY SERVICE AGENCY</b>	Agency Name
	Agency Telephone Number
	Supervisor Name (Print please)
	I hereby certify the above named defendant completed community service as indicated above.  <hr/> Supervisor Signature

#### MEALS ON WHEELS

Telephone: 382-0515

Delivery of meals to homebound senior citizens.

Monday-Friday 10:30 am – 1:00 pm

#### MINISTRY WITH COMMUNITY

Telephone: 343-5880

Ministry serving homeless and low-income people, daytime shelter, soup kitchen, recycling, janitorial and outdoor work

#### PORTAGE SENIOR CENTER

Telephone: 329-4555

Misc. duties, including arts, crafts, decorating, misc.

#### RESIDENTIAL OPPORTUNITIES

Telephone: 343-3731

Yard work, maintenance, light carpentry, painting

#### SALVATION ARMY

Telephone: 344-6119

Janitorial help, seasonal sorting of can goods

#### SOLAR GARDENS

Telephone: 382-3117

Gardening, greenhouse harvesting, transplanting, weeding and other maintenance

#### TENDERCARE PORTAGE

Telephone: 323-7748

Long term nursing home duties

#### THURSTON WOODS VILLAGE

Telephone: 651-7841

Assist in providing health and elder care service, maintenance, yard work, painting, dietary, housekeeping, misc.

#### VOLUNTEER CENTER FOR GREATER KALAMAZOO

Telephone: 382-8350

Co-ordinates community service with charitable agencies

#### YMCA

Telephone: 345-9622

Computer, clerical work, painting, yard work. Application and interview required

## 8<sup>TH</sup> DISTRICT COURT



### Guide to Community Service

Participation in community service through the 8th District Court happens in two ways. Community Service may be assigned by the Court as a condition of sentence imposed or by requesting participation to assist with payment of fines and costs.

If you have been ordered to complete community service as part of your sentence, the probation officer assigned to your case will provide instruction regarding completion of community service.

If you would like to participate in the community service program to help pay off court ordered fines and costs, you are required to complete a **Community Service Application** and return the completed application to the clerk. Participation is voluntary and is based upon economic need. You must be unemployed and able to work, or have a financial need.

Upon approval by the Judge or Magistrate, you will be sent a copy of the Order allowing community service.

Participation in this program does not release you from responsibility for your court fines and costs. It may, however, reduce the amount you will be required to pay.

Credit will be given against your outstanding balance for every hour of community service completed at the rate of \$8.00 per hour. No money is exchanged.

Only authorized hours at a pre-approved site will be credited towards your fines and costs. You will be given a **Community Service Confirmation** for the agency to complete verifying the hours worked. Please have the person supervising your work sign the confirmation form before returning it to the Court. The Community Service Confirmation form must be returned to the court to apply your community service hours to the outstanding due. It is your responsibility to return the confirmation sheet. Should you need extra forms, please contact the Court.

Community Service may not be completed for the fees listed below:

- Restitution
- Driver's License Reinstatement Fees
- Forensic Fee
- Crime Victim Fee
- Cost Recovery
- Expenses Recovered
- Justice System Fund (State Fees)

Please remember to dress appropriately for the work you will be completing. Follow the instructions of the supervisor and obey the rules of the agency.

Listed below are agencies that have been approved to offer Community Service. Please contact the agency directly to schedule community service. This list is a guide. You may complete community service at a non-profit organization other than what is listed, however, *if you have any question regarding the agency and whether your hours worked will be honored, contact the court before you begin working.*



**CIVIC CENTER**  
Telephone: 342-9867  
Building scenery, set-up, maintenance, etc.

**COMSTOCK COMMUNITY CENTER**  
Telephone: 345-8556  
Basic services to low income population

**DISABILITY RESOURCE CENTER**  
Telephone: 345-1516  
Office, general clerical  
Monday – Friday 8:00 am – 5:00 pm

**DOUGLAS COMMUNITY ASSOCIATION**  
Telephone: 343-6185  
Assist with after school programs, recreation and custodial duties  
Monday – Friday 9:00 am – 6:00 pm

**FAMILY HEALTH CENTER**  
Telephone: 385-2217  
Health care for homeless and family health center, assist with clerical tasks, janitorial, assist with outreach programs, misc.

**GOSPEL MISSION**  
Telephone: 345-2974  
Assist with food preparation, serving and cleaning

**HABITAT FOR HUMANITY**  
Telephone: 344-2443  
Building, construction, rehabbing old houses, misc. duties

**HOUSING RESOURCES**  
Telephone: 382-0287  
Emergency shelter facility, general help

**KALAMAZOO AVIATION HISTORY MUSEUM**  
Telephone: 382-6555  
Cashier and misc. duties  
Mon – Sat 9:00 am – 5:00 pm, Sun – Noon to 5:00 pm

**KALAMAZOO DEACON'S CONFERENCE**  
Telephone: 344-7333  
Cleaning, sorting clothes, warehousing, customer assistance, receptionist, caseworkers, misc.

**KALAMAZOO HUMANE SOCIETY**  
Telephone: 345-1181  
Office cleaning, event preparation, general office

**KALAMAZOO TOTAL LIVING CENTER**  
Telephone: 342-0206  
Transporting, window washing, misc. duties

**KARES (Kalamazoo Aids Resource & Education Services)**  
Telephone: 381-2437  
Assist with transportation of HIV positive people, assist with newsletter. Interview/screening required

**MARCH OF DIMES**  
Telephone: 343-5586  
Office, general clerical  
Monday – Friday 8:00 am – 5:00 pm