

## COURT-ORDERED COMMUNITY SERVICE - PLEASE READ & SAVE THIS PAGE

[givingdupage.org/court](http://givingdupage.org/court)

FOR INDIVIDUALS ORDERED BY THE COURT TO COMPLETE COMMUNITY SERVICE HOURS, PLEASE READ THIS INFORMATION CAREFULLY FROM THE DUPAGE COUNTY PROBATION DEPARTMENT.

If your court-ordered community service is NOT to be supervised by the DuPage County Probation Department, locate a site from below site suggestions (or use the blue button at the website) that accepting court-mandated volunteers. Please read this FIRST before searching for a site.

- Individuals will have to report the progress of ordered Community Service to the Court.
- To ensure that mandated community service hours are completed by the required Court date, secure a community service site immediately following your sentencing.
- The site must be a not-for-profit organization, a public body, a church or a charitable organization.
- The following are examples of organizations that may be willing to accommodate you and will be accepted by the Court: city/village/township offices, fire departments, park district facilities, recycling centers, public libraries, street maintenance crews, churches, food pantries, humane societies, YMCA/YWCA
- Once you have chosen a site, contact the organization to determine if they are willing to accept you for community service.
- Some sites may require you to go through a screening process to determine if you are eligible to complete your hours at that site.
- Also, some sites may require you to provide a copy of your court order, identifying the offense for which you are charged and the number of community service hours you are ordered to complete. *Not all community service sites will accept all defendants.*
- Sites may have specific requirements for completing the community service hours; for example, they may only allow community service to be completed in the evening or on weekends. You will need to determine if you can meet those requirements.
- Following completion of the required community service hours, obtain a letter of verification from the worksite.
  - This letter should be on the agency's letterhead with the name and telephone number of a contact person at the site, your case number, the amount of hours you completed at the site, and the type of work done while you were there.
  - The organization's State Tax ID number should also be included on the letter.
- Bring this verification letter with you to your next Court appearance.

For individuals sentenced to Probation (or reporting Court Supervision, with a condition of community service), please contact the Probation Department by telephone at (630) 407-8510 or (630) 407-8490, or via email at [prcommunityservice@dupageco.org](mailto:prcommunityservice@dupageco.org).