

Community Service: General Information about Appointments

- Community Service walk-ins are held each Tuesday from 8:30 am to 3:30pm (our office is closed from 12pm-1pm). If you are unable to make a Tuesday walk-in appointment, you can schedule an appointment by calling **317-421-8137**. **It is YOUR responsibility to attend either a walk-in or a scheduled appointment well before your next scheduled Court appearance in order to allow enough time to perform your court-ordered Community Service hours.** Community Service walk in sign-ups are Tuesday's only.

Checklist on what you **must** bring to your Community Service appointment:

- This Community Service General Information paper
- Government issued photo ID
- Sentencing Order *or* Agreement to Withhold Prosecution
- Community Service fee / Adults: \$150 Juveniles: \$100

- If you are a juvenile (17 years and under) you must be accompanied by a parent or guardian to your Community Service appointment. There will be no exceptions. Please do not bring small children to sign ups.
- If you are an adult (18 years or older) you will be asked to come alone to walk-ins or to your scheduled appointment – the only exception is if you have a court-appointed guardian. Please do not bring small children to sign-ups or scheduled appointments.
- It is your responsibility to sign up in time to get your court-ordered community service hours completed. Failure to complete hours by the date given will result in a violation being sent to your Probation Officer, the Court you were sentenced out of, and the Prosecutor's Office. There will be no exceptions.
- You will **not** receive credit for Community Service completed at any location before your appointment unless you have received permission from the Program Coordinator to do so.
- Community Service payments will be made at the front desk of Shelby County Community Corrections prior to signing up for your Community Service if the fee is not paid from your bond. We accept money order/cashier's checks and credit/debit cards. There is a small fee applied to all credit/debit cards. We also accept cash in exact amounts as we cannot make change. **All participants sentenced to Community Service must pay in full prior to intake.** **Adults = \$150 flat fee Juveniles = \$100 flat fee.**