Portland Municipal Court

1900 Billy G. Webb Dr.
Portland, Tx 78374
Office 361-777-4543; Fax 361-777-4543

Community Service Verification/Time Sheet

The Court has ordered that _____Complete _____ hours of community service toward case(s) #:_____.
The community service work must be completed and this form returned to the Portland Municipal Court Clerk's office on or before _____. Please note: Filing a falsified document with the court is a crime and will be prosecuted. **Hours must be completed at a non-profit or government agency.**

Date	Time In	Time Out	Daily Hours	Your Initials	Supervisor's Initials
	TOTAL HOURS WORKED:				

By signing below you certify that the information submitted above is true and correct, and understand that filing a falsified document with the court is a crime:

_____ _____
Defendant's signature and Date Agency's Signature and Date

Community Service Provider's Name: _____
Address: _____
Phone Number: _____

FOR MUNICIPAL COURT USE ONLY

TIMESHEET REC'D: _____**(DATE)**
COMM. SERV. SATISFACTORY/VERIFIED: YES OR NO
HRS. REQUIRED : _____**/ HRS. COMPLETED:** _____
Clerk Signature & Date: _____