



INSTRUCTIONS TO REQUEST COMMUNITY SERVICE

To Make Your Request:

1. Must complete the highlighted sections on the Plea form and an Application. Once the forms are completed, please return to the Court via email, fax, drop box or mail.

INSTRUCTIONS FOR PLEA FORM

- **NO CONTEST**

You are not contesting the citation. You may not agree with the citation, but you are taking care of the citation.

- **GUILTY**

Pleading Guilty, has the same outcome of a No Contest plea, however it may have impact in a civil suit.

2. Please follow the guidelines:

- **Must complete 10 hours a month.**
- **Will go on your driver's record.**
- **Must be with a Non-Profit Organization even if out of town such as an animal shelter, homeless shelter, library, hospital. Examples blood drives, toy drives, awareness programs.**
- **Cannot be paid for service provided.**
- **Make sure you & supervisor sign the timesheet and put their non-profit number on the form.**

NOTICE: THIS DOCUMENT CONTAINS SENSITIVE DATA

**APPLICATION FOR INDIGENCY, TIME PAYMENT, EXTENSION, OR COMMUNITY SERVICE
PLEASE INCLUDE ALL DOCUMENTATION**

STATE OF TEXAS
VS

CAUSE NUMBER(S):
PORTLAND MUNICIPAL COURT

Name: _____ Telephone number: _____

Address: _____

Email: _____

Employer: _____ Job Title: _____

Employer's Address: _____

Salary: \$ _____ per _____ Employer's Telephone Number: _____

Marital Status (Check One): Married • Single • Divorced • Widowed •

Spouse's Name: _____ Spouse's Salary: \$ _____ per _____

Spouse's Employer: _____ Spouse's Job Title: _____

List the source and amount of any other income you receive: \$ _____

List all your dependents, their ages, and their relationship to you: _____

INITIAL ALL THAT APPLIES:

____ The Court has advised me that I am responsible for satisfying the judgment and sentence:

in the amount of \$ _____ in Cause Number _____.

in the amount of \$ _____ in Cause Number _____.

in the amount of \$ _____ in Cause Number _____.

in the amount of \$ _____ in Cause Number _____.

____ I assert that I am unable to pay the fine and costs immediately and that the following information is documentation that I have insufficient resources or income to pay today.

____ I request that the Court extend the payment to a later date.

____ I request that the Court grant a time payment plan.

____ I request that I be able to discharge the fine and costs by performing community service, because I have no resources to pay and I am unable to pay the fine and costs.

____ I have been determined to be indigent by the federal government and I am receiving, or I am eligible to receive assistance under a federal program. Name of program: _____

Your residence is (Check One): Rented Owned Rent-Free

DEPOSITS IN FINANCIAL INSTITUTION & CASH ON HAND: _____

LIST ALL OF YOUR CREDITORS (including credit cards) AND THE AMOUNT YOU OWE EACH

\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____

YOUR INITIAL BY EACH OF THE FOLLOWING STATEMENTS INDICATES THAT YOU HAVE READ THE STATEMENT, UNDERSTAND IT, AND AGREE TO IT.

____ I promise that until my fines have been paid in full, I will notify this Court in person or by first-class mail of any changes of my address or telephone number at the following address 1900 Billy G. Webb, Portland, Tx within five (5) days of the change.

____ I understand that until my fines and court costs are paid in full, I have a continuing obligation to notify the Court of any changes in my financial status that may hinder my ability to satisfy the judgment or help me satisfy the judgment.

____ I understand that if I pay any part of the fine, costs, or restitution (if applicable) on or after the 31st day after judgment was entered that I am responsible for paying a \$25 time payment fee (Section 133.103, Local Government Code).

____ I understand that submitting false financial information to the Court constitutes the crime of tampering with a governmental record, punishable by incarceration and/or the imposition of a fine (Section 37.10, Penal Code). I swear that all the information in this application is true, correct, and complete to the best of my knowledge and belief.

SIGNATURE & DATE

**IN THE MUNICIPAL COURT OF
THE CITY OF PORTLAND, SAN PATRICIO COUNTY, TEXAS**

**THE STATE OF TEXAS
VS.**

CAUSE NO. _____
OFFENSE: _____

COMMUNITY SERVICE TIME SHEET

HOURS ORDERED BY COURT _____ **DUE BY** _____, 20____
Community Service Provider & Non-Profit #: _____
Telephone: _____ Date Assigned: _____

Date	Time In	Time Out	Total Hours	Agency	Description of work	Rep Signature

I HEREBY CERTIFY THAT THE ABOVE RECORD IS A TRUE REPRESENTATIVE OF THE NUMBER OF HOURS WORKED FOR THE ABOVE PERIOD.

Agency Supervisor _____ **Defendant**

Community service shall be done at one of the following assigned agencies. You are required to work out your own schedule with the assigned agency.

- | | | |
|--|-------------------------|----------|
| CHURCH | PORTLAND LIBRARY | 777-0921 |
| LITTLE LEAGUE | COMMUNITY CENTER | 777-3301 |
| WINDFEST, BAYFEST, SHRIMPOREE | TIMON'S MINISTRIES | 937-6196 |
| CC SAFE PLACE | BOTANICAL GARDENS | 852-2100 |
| 452-0591 (BRUCE ARMSTRONG) | GED/JOB SKILLS TRAINING | |
| BARNYARD SANCTUARY | | |
| 960-9170 | | |
| ALCOHOL, DRUG ABUSE, REHABILITATION, COUNSELING OR MENTORING PROGRAM | | |

ALL OTHER AGENCIES MUST BE PRE-APPROVED BY COURT.
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.

Community Service Rules

While performing community service, I will:

*Contact the provider I choose to arrange service as soon as possible	* Not deliberately destroy or deface any tools or property.
*Never accept any tips or cash from anyone in association	*Arrive on time.
*Obey the site supervisor;	*Wear appropriate clothing to work.
*Not leave the worksite without permission;	*Apply for authorization for extension of time if needed.
*Not carry any sort of weapon;	*Contact the Municipal Court with any questions.
*Not use abusive language.	

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.

****Turn in completed log to 1900 Billy G. Webb., Portland, Tx 78374****