

**COMMUNITY SERVICE  
CREDIT FOR COSTS  
PROCEDURES**

For those defendants choosing to use community service hours to credit their court obligations, the following procedures shall apply:

**NOTE:** For those under the supervision of a probation officer and are not currently working community service hours, please see your probation officer for approval of community service locations PRIOR to beginning work.

1. Defendant shall provide to the court documentation from the facility or business where they worked a statement on letterhead or other official documentation that includes:
  - a. Name & Date of Birth or Social Security Number (partial is acceptable)
  - b. Date(s) worked
  - c. Total hours worked
  - d. Pay rate for hours worked
2. Defendant shall petition the court for a hearing date on the criminal docket using the court-provided form.
3. Defendant shall complete the Petition for Community Service Hours to Apply to Costs form at the scheduled hearing.
4. Defendant shall provide to the Court proof of any obligations owed in other courts, with restitution and fines, costs, interest, and fees shown separately.
5. Defendant shall discuss with the court at the hearing under penalty of perjury, a payment plan for any remaining balances of restitution or collections fees that are not included, by Virginia Code §19.2-354, to be paid by community service credit.
6. Defendant shall notify the Court of any change in work circumstance, including gaining paid employment.
7. **Once the defendant is released from incarceration, the defendant can petition to apply community service towards Court fines/costs.**

These procedures are current as of July 1, 2021

**PETITION FOR REQUEST OF COURT DATE  
FOR COMMUNITY SERVICE CREDIT ON COURT OBLIGATIONS**

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CASE NUMBERS: \_\_\_\_\_

Please see attached for total list of cases

I, \_\_\_\_\_, hereby petition the Court to be added to the Criminal Docket for a hearing regarding my petition for credit on my court obligations from my Community Service Hours. I have provided to the Court documentation from the facility or business that I worked for that lists the dates I worked, my pay rate per hour, and my total hours worked.

I acknowledge that the total hours I have worked may total more than my court obligations. I further acknowledge that I know the amount of community service hours I have worked in excess of my eligible amount owed shall not and does not constitute an amount of funds due to me as a refund. The Community Service Program may credit my court costs, fines, and interest owed to the locality and the state. I further acknowledge that any restitution amounts I owe in addition to any Collection Fees shall not be credited by my Community Service hours.

I ask for this:

\_\_\_\_\_

HEARING DATE: \_\_\_\_\_

Documentation Attached: \_\_\_\_\_