

## KING COUNTY DISTRICT COURT ORDERED COMMUNITY SERVICE

**In order to receive proper credit for your community service hours, you must file proof with the Court meeting the following requirements:**

1. Community service hours may be performed for a registered non-profit **service** agency, for a city/county/state agency, or for a school or church. Community service must benefit the general community. *[If you live out of Washington state, seek pre-approval of the judge to perform your hours outside of the state.]*
2. You cannot be paid for the community service work you perform.
3. Community service that you are already performing or required to perform for an agency, church, or school does not qualify.
4. Community service you perform or submit for another court case will not be accepted.
5. No on-line community service will be accepted.
6. Community service performed at or for events where liquor is served does not qualify.
7. Any exceptions to these requirements must be pre-approved by a judge.
8. **Proof of your hours must:** **1)** be on the agency/church/school's letterhead; **2)** be **signed** by an authorized person from the agency/church/school who has knowledge of the service work you performed; **3)** include verifiable contact information for the authorizing person; **4)** indicate the dates and times when you worked; **5)** include a description of the work performed; and **6)** include **your court case number** on the letter.
9. Any questions regarding these requirements should be directed to the Court.

### **Examples of acceptable community service agencies include:**

Food Banks  
YMCA/YWCA  
Boys/Girls Clubs

Outreach programs  
Homeless shelters  
Animal shelters

Red Cross  
Community centers  
Libraries

**It is YOUR obligation to provide the Court with the proof community service. The Court may verify this proof. You should keep a copy for yourself. The Court reserves the discretion to not accept community service hours that fail to meet these requirements.**

### **THE ORIGINAL LETTER MUST BE FILED IN-PERSON OR BY MAIL TO:**

King County District Court  
SOUTH DIVISION, MRJC  
401 4th Avenue N  
Kent, WA 98032