

Bastrop Municipal Court  
 Judge Caroline A. McClimon  
 104 Grady Tuck  
 Bastrop, Texas 78602  
 Telephone: 512-332-8650  
 Fax: 512-332-8659

**MUST HAVE NAME AND PHONE NUMBER**  
**WHERE DEFENDANT WORKED OR**  
**NO CREDIT WILL BE GIVEN**

**COMMUNITY SERVICE TIME SHEET**

**Community Service Provider:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_ **Date Assigned:** \_\_\_\_\_  
 Name of Defendant Performing Community Service: \_\_\_\_\_ **DOB:** \_\_\_\_\_  
 Total Hours Assigned: \_\_\_\_\_ To be completed by: \_\_\_\_\_  
 Complete \_\_\_\_\_ hours by \_\_\_\_\_; and then \_\_\_\_\_ hours by \_\_\_\_\_  
 Cause number(s): **DOCKET**

Date	Time In	Time Out	Total Hours	DUTIES PERFORMED	Supervisor Initials	Defendant's Initials

**Community Service Rules**  
 While performing community service, I will:

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

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  
 I certify that the above record is a true representation of the number of hours worked for the above period by \_\_\_\_\_.

Approved by: \_\_\_\_\_  
**Signature Community Service Provider Representative** \_\_\_\_\_  
**Signature of Defendant Performing Community Service**

**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**  
**DEFENDANT IS RESPONSIBLE FOR TURNING IN TIME SHEET WEEKLY**  
**MUST BE PERFORMED AT A NON-PROFIT ORGANIZATION, GOVERNMENT ENTITY, RELIGIOUS FACILITY, EDUCATIONAL INSTITUTION, NEIGHBORHOOD ASSOCIATION OR GROUP.**