

THE DISTRICT COURT



STACIE MASTAKO
DIRECTOR OF PROBATION

[illegible]

STATE OF MICHIGAN

THE DISTRICT COURT



47TH JUDICIAL DISTRICT

MARLA E. PARKER
DISTRICT JUDGE

JAMES B. BRADY
DISTRICT JUDGE

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MATTHEW FRIEDRICH
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STACIE MASTAKO
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Community Service

You have been ordered by the court to complete ____ hours of community service. The deadline will be determined by your assigned probation officer.

1. Community service must be completed at a non-profit organization. A list with suggested agencies is provided. If you choose an agency that is not listed or you are not sure if the agency is non-profit, ask your probation officer before you start volunteering. You may work for more than one agency.
2. A log sheet is provided to keep track of your hours, but it is not required to fill out. After the hours are completed, you must provide a letter **on the agency's letterhead stationery** to your probation officer. The letter must include the following:
 - Number of hours worked
 - Work performed
 - Name, signature, and phone number of the person that can verify the hours volunteered
 - 501(c)(3) tax identification number
3. It is your responsibility to provide the letter to your probation officer. It may be emailed, faxed, mailed, or dropped off in person at the court for credit.