



## Municipal Court

### REQUEST FOR EXTENSION TO COMPLETE COMMUNITY SERVICE

**DISCLAIMER:** UNDERSTAND THAT THIS IS MERELY A REQUEST FOR AN EXTENSION TO TURN IN VERIFIABLE COMPLETED COMMUNITY SERVICE HOURS FOR ORGANIZATIONS THAT WILL NOT PROVIDE A LIST OF HOURS UNTIL YOU HAVE COMPLETED ALL HOURS ASSIGNED. PER YOUR COMMUNITY SERVICE ORDER, HOURS SHOULD BE SUBMITTED ON THE PRE-APPROVED ORGANIZATION'S LETTER HEAD.

Ticket/Case Number: \_\_\_\_\_

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I \_\_\_\_\_, am requesting an extension of time to complete my community service hours.

I have completed \_\_\_\_\_ hours since my previous request for more time.

I completed hours at the following organization:

Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

I completed hours at the following organization:

Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**WARNING:** FILING FALSE INFORMATION WITH THE COURT IS A CLASS A MISDEMEANOR PUNISHABLE BY UP TO ONE (1) YEAR IN JAIL AND A MAXIMUM FINE UP TO \$4,000.

Sincerely,

Defendant Signature \_\_\_\_\_

Phone Number: \_\_\_\_\_