

FIFE MUNICIPAL COURT
3737 PACIFIC HIGHWAY EAST
FIFE, WA 98424
(253) 922-6635
FAX (253) 926-5435

COMMUNITY RESTITUTION PROCEDURES

(Step 1) ***CONTACT THE COURT***

First contact the court to confirm that your fines are eligible for community restitution credit. 253-922-6635. You will NOT be given credit for hours worked on community restitution that was not pre-approved by this court.

(Step 2) ***CHOOSE A NON-PROFIT AGENCY***

Community Restitution must be completed through a local non-profit group. It is your responsibility to contact a group that interests you and meets the guidelines for the group. *Group chosen must meet the definition of a 501C3 non-profit organization.*

(Step 3) ***GET SPONSOR APPROVED BY COURT***

Next, you must file with the Court a letter from the local group that agrees to sponsor you. The letter should indicate the following:

- A willingness to supervise you;
- The Company/Agency Name, Address, Phone, Logo, and Non-Profit Status;
- Contact Person's name and direct phone number;
- Duties you will be performing and what hours you will tentatively work in a specific time frame.

Prior to any hours worked the Court must approve your Community Restitution plan. (See attached forms). You will NOT be given credit for hours worked on Community Restitution that was not pre-approved by this court.

- You may not receive any compensation for your community restitution.
- Community restitution performed must begin on or after your judgment date. You will not receive credit for community restitution performed prior to the judgment date.
- Community restitution must be for hours performed for this court **only**.

Community restitution is credited at \$10.00 per hour. Community restitution may be performed at any hour of the day and anywhere within the State of Washington. It is your responsibility to keep track of your hours and ensure they are submitted and credited to your account.

(Step 4) ***FILE PROOF WITH THE COURT***

In order to be given credit for hours worked you must file with the Court written documentation/verification from the non-profit that accepts you. (See attached forms).

~ S A M P L E L E T T E R ~

Date

Fife Municipal Court
3737 Pacific Highway East
Fife, WA 98424

Re: Defendant's Name and Case Number

Dear Sir/Madam:

The Fish Food Bank is a non-profit agency, 501C3 number, that provides basic food supplies to low income residents of Fife. It is agreed that "John Doe" will provide us with 30 hrs of service stocking shelves, loading and unloading trucks, and warehouse inventory help.

These hours are to be fulfilled on the following dates:

Respectfully,

Community Restitution Sponsor Name
Title
Address
Phone Number

~ S A M P L E L E T T E R ~

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COMMUNITY RESTITUTION AUTHORIZATION

CASE # _____ REQUIRED HOURS # _____ NO LATER THAN _____

I, _____ of _____ agree to
(Community Restitution Supervisor) (Non-Profit Agency)

have _____ work _____ hours to comply with
(Defendant) #

Mandatory Community Restitution

Optional Community Restitution in lieu of fine at rate of \$10.00 per hour.

Dated this _____ day of _____, 20 _____.

COMMUNITY RESTITUTION SPONSOR

(Printed Name)

(Address & Phone Number)

COURT APPROVAL

DO NOT BEGIN COMMUNITY RESTITUTION WORK WITHOUT PRIOR APPROVAL FROM COURT !!

APPROVED _____ DATE _____

TO BE COMPLETED BY: _____

DENIED _____ REASON: _____

Judge/Clerk

