

## South Salt Lake City Justice Court Community Service Guidelines

[justicecourt@sslc.com](mailto:justicecourt@sslc.com)

fax: 801-464-6786

phone: 801-483-6072

To schedule Orientation at SSL Parks Dept. call 801-412-3219.

**I. Mandated Community Service Hours:** If the judge has required that you complete community service hours as part of your sentencing, review the minutes from your hearing to determine where you must complete those hours.

**Where:** Typically, community service hours must be completed with the City of South Salt Lake Parks Department. See attached information.

**How to report hours from SSL Parks Dept.:** You must sign in and out as directed and your hours will be sent to the Justice Court by the Parks Department.

**Community Service through other non-profit organizations:** If the minutes from your hearing state that you may fulfill this requirement with a non-profit organization, you may find an organization from the attached list. The list is not all-inclusive. There may be other non-profit organizations that will allow you to work with them and provide reporting to the court. If you choose an organization not on the attached list, you may contact the court at 801-483-6072 or [justicecourt@sslc.com](mailto:justicecourt@sslc.com) to confirm that hours worked there will be accepted by the court. Hours will only be accepted if worked for a non-profit organization.

**How to report hours from other non-profit organizations:** The non-profit organization must send an official report on the organization's letterhead with contact information and include the following:

- Your name and case number or date of birth
- Dates, times, hours, works; tasks completed
- Name and contact information of your supervisor

***\*\* It is a class B Misdemeanor to make a written false statement about community service hours.***

**II. Community Service Hours in lieu of Fine Payment:** The same criteria apply as in the mandated hours above. However, if you choose to pay your fine through community service hours and you do not complete the hours as required, your fine may be sent to the Office of State Debt Collection (OSDC) and monetary payment must be made directly to OSDC.

**Rate of Pay:** For each hour worked, logged, reported and approved, you will receive a credit of \$10/ hour.

IN THE SOUTH SALT LAKE MUNICIPAL JUSTICE COURT  
SALT LAKE COUNTY, STATE OF UTAH  
220 E MORRIS AVENUE SOUTH SALT LAKE CITY UT, 84115 801-483-6072

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CITY OF SOUTH SALT LAKE : COMMUNITY SERVICE INSTRUCTIONS

VS. : CASE NUMBER: \_\_\_\_\_

DEFENDANT : DATE: \_\_\_\_\_

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Community Service is:

MANDATORY: \_\_\_\_\_ HOURS ARE DUE BY \_\_\_\_\_

IN LIEU OF FINE PAYMENTS: BALANCE DUE AS OF TODAY'S DATE: \$ \_\_\_\_\_

MONTHLY PAYMENT AMOUNT: \$ \_\_\_\_\_ DUE BY \_\_\_\_\_ OF EACH MONTH

BEGINNING \_\_\_\_\_

**Report for orientation on Monday, \_\_\_\_\_ at 3:00 pm at 2531 S. 400 E. Please call 801-412-3219 to confirm your orientation.** (When calling to confirm your orientation time and date you may be asked to leave a voice message. When leaving a message you must: CLEARLY STATE YOUR FULL NAME AND COURT CASE NUMBER ALONG WITH A RETURN PHONE NUMBER. Most messages will be returned within 24 hours.)

Community Service performed in lieu of fine payments will be credited at \$10 per hour. You must perform the equivalent number of hours to work off your monthly payment obligation.

You have been granted the privilege of performing community service in lieu of serving a jail sentence or paying a fine. Failure to comply will result in further court action and revocation of the privilege.

By signing below you confirm that you understand that you are required to attend a community service orientation with South Salt Lake Parks Department on the above date, or call prior to that date to re-schedule an orientation time, and that you also understand that failure to comply could result in any or all of the following:

- 1) Privilege of performing community service revoked
- 2) Order to Show Cause hearing scheduled
- 3) Warrant for your arrest issued
- 4) Jail sentence imposed

DEFENDANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_