

APPLICATION TO DISCHARGE FINES AND COSTS BY COMMUNITY SERVICE-VIRGINIA BEACH CIRCUIT COURT

I, \_\_\_\_\_, am asking the Court to allow me to discharge unpaid fine and costs by performing community service. Community service work is unpaid work done for a public or private non-profit agency.

Apply to Case No.: \_\_\_\_\_. If not specified, the court will apply to oldest unpaid account. I understand that if I have more than one delinquent account, The Court may only apply to discharge the fine and costs in one delinquent case at a time.

- Notices: (1) Only the portion of community service work completed after Court approval shall be credited to the obligation.
- (2) Credits earned at the rate of \$10 for each hour of community service work performed.
- (3) For this application to be considered, the below portion of this application must be completed by the agency or a written verification letter from the agency must be attached stating the following criteria (i) that such agency is a public or private non-profit agency, (ii) that such agency has approved you to perform community service work at such site, (iii) the specific type of work to be performed, (iii) that such agency agrees to provide written certification or a work log of the dates and number of hours of community service work performed to the clerk of this court, and (iv) the address and contact info of such agency.

Address of applicant: \_\_\_\_\_

Contact number for applicant: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

TO BE COMPLETED BY AGENCY

Name of applicant: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Address/Location of such agency: \_\_\_\_\_

Work to be performed: \_\_\_\_\_

I agree to provide proper documentation of the date and number of hours of work performed or a work log.

This agency is a CHECK ONE:  private non-profit agency  public non-profit agency.

CHECK ONE: The applicant  has not received OR  has received compensation or remuneration for the above work.

Printed name of supervisor at such agency: \_\_\_\_\_

Contact phone number of such supervisor/agency: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of agency supervisor: \_\_\_\_\_

FOR COURT/CLERK USE

This application is:

Not approved. \_\_\_\_\_, Judge

Approved for this agency. \_\_\_\_\_, Judge

The Clerk of this Court must receive written confirmation from the community service agency of the dates and number of hours performed. The agency to provide written confirmation to the Circuit Court Clerk’s Office, Attn: Bookkeeping Dept., Judicial Center, 2425 Nimmo Parkway, Virginia Beach, Virginia 23456. Upon receiving such written confirmation from the community service agency, the Clerk of Court shall credit the account accordingly.

Copy mailed to defendant on : \_\_\_\_\_, Deputy Clerk