



Municipal Court

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Baldwin, WI 54002

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Donald McGee
Municipal Judge

Michele Dickhausen
Court Clerk

INSTRUCTIONS FOR PERFORMING COURT-ORDERED COMMUNITY SERVICE

- **Where You May Perform Community Service.** You may perform your community service *only* for organizations that are approved by the court *in advance*. **If you perform community service for an organization that is not approved by this court before you start, do not expect the court to honor your hours!**

If you are going to do community service for an organization that you already do volunteer work for, the community service must be extra work over and above the volunteer work you already do. If you have to do community service for another court, you cannot count the same community service hours for both courts.

If the court approved only one organization in your case, all of your hours must be performed for that organization, but if more than one organization was approved, you may divide your hours among those organizations in whatever manner you choose. (Submit separate approval form for each organization.)

On the approval form, be sure to include the name of the organization, its address, its telephone number, what type of organization it is, and whether or not it is a non-profit organization.

- **Starting Your Community Service.** As soon as approved, contact the organization to schedule a date and time to start your community service. Do not show up unannounced and expect that you will be able to start right away. Do not wait until a week before your deadline, or you can plan on running out of time. If an organization tells you they have no work, ask if you can be put on a waiting list, and contact other organizations. If an organization says they'll call you back, do not just wait for the call; you may need to contact other organizations.
- **Performing Your Community Service.** The court expects you to: (a) do your best to perform your community service in an exemplary manner; (b) do what the organization tells you to, even if it is not what you hoped to do when you signed up with them; (c) show up on time, and if some emergency prevents you from

doing so, notify the organization as soon as possible so that they can attempt to find someone to fill in for you; and (d) respect the organization's personnel, policies, and property. The organization has the right not to count hours of service that are not satisfactory in their opinion. The organization also has the right to discontinue the use of your services at any time, and if this should occur, you will need to contact another organization, or several.

- **Verifying Completion of Your Community Service.** When you have completed the hours of community service you will be performing for an organization, they must provide either you or the court with written verification of the number of hours performed. It is your responsibility to make sure the organization does so. If they provide it to you instead of the court, you must submit it to the court by mail, by fax or by personal delivery to the Clerk of Court. As far as the court is concerned, *if there is no documentation in the file that you completed the hours, you did not do them.*
- **Your Review Date.** At the time you were allowed or ordered to do community service, the Court gave you a review date. If you cannot remember your review date, ask the Clerk of Court. On the review date, if the court file contains written verification that you completed **ALL** of your hours, you may not need to appear in court (**unless the court specifically instructed you to**). However, if the court file does not contain the written verification, you *must* appear in court to explain why your hours have not been completed, and you should bring along verification of the hours that have been completed. If the court is satisfied that there is good cause for your failure to complete all of your hours, the court may grant you an extension and schedule a new review date. If the court is not satisfied that there is good cause for your failure to complete all of your hours, the court may impose other penalties, or the court may extend your time to complete your hours at the price of increasing the number of hours required. If you are not present in court on your review date when you are supposed to be, the court may issue a summons requiring you to appear on another date, or the court may issue a warrant for your arrest, or the court may commence proceedings to add additional penalties.
- **Questions.** If you have questions, contact the Clerk of Court. Do not just wait until your next court date.
- **Finding Someplace to Do Community Service.** If you are having trouble finding an organization to do community service, try broadening the scope of your search. Don't give up after making 3 or 4 calls. Try asking your parents,

teachers, counselors, or places of worship for suggestions. If you have special skills that you think an organization could make use of, let them know when you call. Look beyond the street you live on. Keep your eyes open for events that make use of volunteers. For example, churches often hold parish festivals in spring through fall, or fish fries during Lent. Community organizations/schools often sponsor pancake breakfasts, spaghetti dinners, chicken fry dinners or garage sales as fund-raisers. They can often use additional volunteers. But remember, if you find an organization that will let you serve, you still need to get it approved by this court as explained in Paragraph 1 above.

- **Penalties for Failure to Perform Community Service (Partial List):**

UNDER AGE 17(non-traffic cases)	AGE 17 OR OLDER (non-traffic cases) AGE 16 OR OLDER (traffic cases)
► Suspension of driver's license for up to 3 years.	► Suspension of driver's license for up to 2 years
► Suspension of hunting/fishing privileges up to 3 years.	► Jail time
► Additional Community Service	► Additional Community Service
► Money Forfeiture	► Money Forfeiture