

**COMMONWEALTH OF VIRGINIA
TWENTIETH JUDICIAL DISTRICT**

HON. JESSICA H. FOSTER, JUDGE



WHITNEY D. THORNTON, CLERK

FAUQUIER COUNTY GENERAL DISTRICT COURT
6 COURT STREET
WARRENTON, VIRGINIA 20186
540-422-8035

**GUIDELINES TO COMPLETE COMMUNITY SERVICE
TO SATISFY FINES AND COSTS**

You may complete community service at a non-profit agency or organization to satisfy fines and costs assessed by the Fauquier County General District Court instead of paying your fine with money. You must select and coordinate with a non-profit agency or organization where you wish to complete the community service. Community service is completed to benefit the community at a non-profit agency or organization where you receive no compensation or payments for the time spent working. You may not complete community service at your place of employment, through your employer, friends, or family.

YOU WILL BE CREDITED \$11.00 PER HOUR OF COMMUNITY SERVICE COMPLETED. THE COURT MAY DECLINE TO CREDIT ANY COMMUNITY SERVICE HOURS COMPLETED AT ANY SITE THAT IS NOT A NON-PROFIT OR IS OTHERWISE DEEMED INAPPROPRIATE BY THE COURT.

COMMUNITY SERVICE HOURS WILL NOT BE APPLIED TO SATISFY RESTITUTION ORDERS.

COMMUNITY SERVICE HOURS CANNOT BE COMPLETED ONLINE!

The Community Service Time Sheet provided by the Court must be signed by your immediate supervisor at the non-profit agency or organization site(s) selected. You are responsible for filing the completed time sheet with the Fauquier County General District Court by the due date. Credit will only be given for hours that are listed on the time sheet and that are verified by the Court.

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**AGREEMENT TO COMPLETE COMMUNITY SERVICE HOURS
TO SATISFY FINES AND COSTS**

I, _____ agree to complete community service at a non-profit agency or organization to satisfy fines and costs assessed by the Fauquier General District Court instead of paying with money.

I further agree to select and coordinate with a non-profit agency or organization where I wish to complete the community service. I understand that community service must be completed at a non-profit agency or organization that benefits the community and where I will not be paid for my work. I understand that I cannot complete community service at my place of employment, for my employer, for family, and/or friends.

I understand that \$11.00 will be credited to court costs and fines for each hour of community service I complete and report to the Court. I understand that the Court may decline to credit any hours for work completed at a site that is *not* a non-profit organization or that is otherwise deemed inappropriate by the Court. **Community service hours CANNOT be completed online.**

The non-profit agency or organization where I complete the community service must submit a verification letter on its letterhead confirming its non-profit status along with the Timesheet of Completed Community Service Hours to the Fauquier General District Court by the due date imposed by the Court. Credit will only be given for hours that are listed on the time sheet. The verification letter must include my name and must be signed by my immediate supervisor at the site.

Case# _____ \$ _____
Case# _____ \$ _____
Case# _____ \$ _____
Case# _____ \$ _____

Total fines and costs owed and included in this agreement: \$ _____

Total hours of community service to be completed: _____

Deadline for completion: _____

Defendant's Address: _____

Defendant's Telephone Number: _____

Defendant's Date of Birth: _____

Defendant's Signature: _____ Date: _____

COMMUNITY SERVICE TIME SHEET

NAME: _____

AGENCY/ORG: _____

AGENCY/ORG ADDRESS: _____

AGENCY/ORG TELEPHONE: _____

SUPERVISOR: _____

DATE	HOURS COMPLETED	NOTES/COMMENTS

SUPERVISOR'S SIGNATURE: _____ DATE: _____

Fauquier General District Court

Approved List of Community Service Locations

**Updated as of 9/30/2022

<u>Location</u>	<u>Contact Information</u>
Fauquier Food Bank	249 W Shirley Ave, Warrenton, VA 20186 (540) 359-6053
Fauquier Community Thrift Store	249 E Shirley Ave, Warrenton (540) 359-6054
Salvation Army	62 Waterloo St, Warrenton, VA 20186 (540) 341-8385
Crockett Park	10066 Rogues Rd, Midland, VA 22728 (540) 788-4867
Habitat for Humanity	98 Alexandria Pike Ste 43, Warrenton, VA 20186 (540) 341-4952
Rappahannock Landfill	Will Shanks (540) 937-3337
Sperryville Food Bank	11763 Lee Hwy, Sperryville, VA 22740 (540) 987-5090
Middleburg Humane Foundation	4094 Whiting Rd, Marshall, VA 20115 (540) 364-3272
Warrenton Old Jail Museum	10 Ashby St, Warrenton, VA 20186 (540) 347-5525
Community Touch Inc.	10499 Jericho Rd, Bealeton, VA 22712 (540) 439-9300

If you elect to complete community service at a location not provided on this list, it is your responsibility to ensure that the organization is a 501(c)3 non-profit organization and provide documentation of the organization's status when filing your timesheet.