



Office of the District Attorney  
20<sup>th</sup> District  
**Melissa Handke**  
District Attorney

District Attorney's Office  
Supervision Division  
107 1<sup>st</sup> Ave SW – Suite 2  
Ardmore, OK 73401  
(580)226-2721

## COMMUNITY SERVICE TIME SHEET

Defendant: \_\_\_\_\_ Case No. \_\_\_\_\_

Month of \_\_\_\_\_, 2023.

**Day Hours Worked**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_
22. \_\_\_\_\_
23. \_\_\_\_\_
24. \_\_\_\_\_
25. \_\_\_\_\_
26. \_\_\_\_\_
27. \_\_\_\_\_
28. \_\_\_\_\_
29. \_\_\_\_\_
30. \_\_\_\_\_
31. \_\_\_\_\_

**This is your time sheet and schedule. You are to adhere to the schedule arranged for you; be on time and ready to go to work. Be properly dressed according to the type of work you will be doing. This office MUST have proof of the hours you have worked and they MUST be completed by the due date assigned by the Court. If your supervisor mails or faxes this sheet into this office you should request a copy for your records. If these community service hours are NOT completed, a "Bench Warrant" will be issued for your arrest.**

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

Please provided a total of \_\_\_\_\_ hours of community service.

Return this form by the "due date" to the District Attorney's Office address above. Thank You!

\_\_\_\_\_  
Supervisor's Name/Phone Number

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Name of Establishment

\_\_\_\_\_  
Hours Completed

**ALL COMMUNITY SERVICE MUST BE DONE AT A NON-PROFIT ORGANIZATION.**