FAX COMPLETED REPORT FORM TO:
Compliance Division
Phone: (505) 841-9889
metrtracking@nmcourts.gov
Fax: (505) 222-4819

State of New Mexico
Bernalillo County
Metropolitan Court

401 Lomas Blvd. NW
Albuquerque, NM 87102

REPORT OF COMMUNITY SERVICE HOURS WORKED BY DEFENDANT

(FOR COMPLETION BY OUT-OF-TOWN AGENCIES)

Defendant: _____
Case No. _____

Agency Name:_____
Agency Phone Number:_____
Agency Contact Person: _____

Date Mandatory Community Service Hours Due: _____

Amount of Mandatory Community Service Hours Ordered: _____

Date Community Service Hours in Lieu of Fines/Fees/Costs Due:_____

Amount of Community Service Hours in Lieu of Fines/Fees/Costs Ordered: _____

Guidelines and Frequently Asked Questions

This timesheet is to be used when a Judge has approved of you performing community service outside Albuquerque or at an agency that is not on the current court-approved list. The Judge must approve your request beforehand. The agency must be a non-profit 501(c)(3) tax-exempt agency. The agency, unless specifically approved, cannot be a church. You cannot be employed by the agency.

How do I register for community service?

You must contact the agency to schedule a date and time when you can work. You should have your Court papers with you when you register. Community service must be served in 30- or 60-minute intervals, unless otherwise specified by the agency.

How do I inform the court of hours performed?

It is your responsibility to email (metrctracking@nmcourts.gov) or fax the hours performed to (505)222-4819. Failure to do so can result in a warrant being issued for your arrest.

Can I perform community service in payment of the fines, fees, and costs I owe to the Court?

Yes, you may perform community service (in addition to any mandatory hours of community service ordered by the Judge) as payment for the fines and fees you owe to the Court. If you decide to do this, you will receive credit toward your fines, fees, and costs at twice the State Hourly Minimum Wage Rate. However, you must keep track of the number of extra community service hours that you need to work to pay the fines, fees, and costs you owe to the Court and complete those extra hours by the deadline the Judge gave you to pay. You also can pay fines, fees, and costs by doing both hours of community service and making payments in whatever combination and amounts you decide so long as you complete/pay by the deadline set by the Court.

Can I perform community service in payment of monthly probation costs?

Yes, you may perform community service (in addition to any mandatory hours of community service ordered by the Judge) as payment for your monthly probation costs. If you want to do this, you should speak to your Probation Officer, who can provide you with a tracking form so you can receive credit toward payment of your probation costs at twice the State Hourly Minimum Wage Rate. However, you must keep track of the number of extra community service hours that you need to work to pay the probation costs that you owe to the Court and complete those extra hours by the monthly deadlines your Probation Officer gives you. You will need to turn in your tracking form with the hours you worked every month before the deadline in order to receive credit for those costs.

Can I get an extension on my deadline to perform community service or to pay fines, fees, and costs?

That is up the Judge. To ask the Judge for an extension of your deadline, you must file a Motion with the Court. Blank Motions are available in the Court's Self-Help Center. You also may want to speak with an attorney about this.

Will I be paid wages for my hours of community service, or be entitled to any benefits?

No, you will not be entitled to wages or be considered an employee of the Community Service Agency where you perform community service. You will not be entitled to workers' compensation, unemployment, or any other benefits otherwise provided by law. Also, the Court will not be held liable for any injuries or any losses sustained by you while performing your community service hours.

What happens if I don't complete my community service hours or pay my fines, fees, and costs by the deadline ordered by the Court?

If you fail to complete the community service hours or pay the fines, fees, and costs by your deadline, a Criminal Summons will be issued for you to come before the Judge to explain why you have not complied with Court orders. A Warrant also may be issued for your arrest.

How do I know when I have completed all my community service hours or paid all the amounts I owe?

You can call (505)841-8151.

Date	Start Time	End Time	Hours Worked	Authorized Representative of Agency's Signature:	Defendant's Signature: