



## Community Service Set-up Instructions

If at any time you have questions for court-ordered community service, we are here to help you. These are the quickest ways to reach one of our staff members to assist you:

**Main phone number:** 720-874-3350 extension #2

**Email:** [CommunityService@arapahoegov.com](mailto:CommunityService@arapahoegov.com)

**Website:** [www.ArapahoeGov.com](http://www.ArapahoeGov.com) Type in "Community Service" and it will take you to our web page

### ☑ **STEP 1 - We need to know who you are!** Call or email us with the following information:

- **Full legal name.** (no nicknames)
- **Case number** – not required, but always nice to have if you know it.
- **Phone number** – what is the best number to reach you at?
- **Email address** – this is just another way we can get a hold of you.
- Tell us you are interested in getting set up with your community service hours.

### ☑ **STEP 2 - Community Service Fees**

Fees are required for administration of the Community Service program. Accepted forms of payment include money order, certified check, and exact cash, Visa / Master Card / Discover (\$2.50 service fee). No personal checks accepted.

In order to get started with an intake over either the phone or in-person, we will need to collect payment first. Payment plans are available. Call us and we will email you a secure payment link to your email address. Or you can call to schedule an appointment to meet with one of our staff to do an intake at one of our offices if you prefer to meet in-person.

#### **How much is your fee? The fee schedule is as follows:**

- You were ordered 16 hours or less = \$75.00 fee
- You were ordered 17 hours or more = \$120.00 fee
- You were granted an extension by the Court past your original termination date = \$50.00 fee
- Your case is a Juvenile (JD/JV) case = \$75.00 fee

### ☑ **STEP 3 – Forms**

1. **Photo ID** – take a photo of an ID, and email a copy of it to us.
2. **Background sheet** – we will send this to you. Fill out and email it back to us.
3. **Conditions of Service** – we will send this to you. Read, sign, date and email it back to us.

### ☑ **STEP 4 – Schedule an appointment. Call us!**

- **Option A: Phone Intake** – at your appointment, you will speak with a Community Service Officer to do an intake in the comfort of your home. We will go over all the guidelines on how to complete your community service hours. After the phone call, we will place your forms in the mail. Expect to receive them in 3-5 business days after your phone intake.
- **Option B: In-Person Intake** – at your appointment, bring your fee (if you haven't already pre-paid), your photo ID, wear a mask and you will meet with a Community Service Officer to go over a customized plan on completing your community service hours. You will be given the required forms you need to take with you that day.



**ARAPAHOE COUNTY**

**COMMUNITY RESOURCES**

JUDICIAL SERVICES

COMMUNITY SERVICE | COMMUNITY CORRECTIONS | PRETRIAL RELEASE SERVICES

6984 South Lima Street, Suite A, Centennial, Colorado 80112-4031

15400 East 14th Place, Suite 501, Aurora, Colorado 80011

Phone: 720-874-3350

## Community Service Office Locations & Hours

### AURORA

Altura Plaza  
15400 E. 14<sup>th</sup> Pl. #501  
Aurora, CO 80011  
720-874-3350

Hours of operation for new clients:

Monday-Friday

8:00 – 11:30am or 1:00 – 3:30pm



### CENTENNIAL

Lima Plaza  
6984 S. Lima St. #A  
Centennial, CO 80112  
720-874-3350

Hours of operation for new clients:

Monday-Friday

8:00am – 3:30pm

