

**Volunteer Center South Bay-Harbor-Long Beach
Court Referral Community Service Program**

<input type="checkbox"/> Airport	<input type="checkbox"/> Bellflower	<input type="checkbox"/> Inglewood	<input type="checkbox"/> Long Beach	<input type="checkbox"/> San Pedro	<input type="checkbox"/> Torrance	<input type="checkbox"/> West LA
310-643-5004	562-866-2666	310-412-3101	562-590-8844	310-519-8955	310-212-7997	310-312-9128

Transfer Agreement *(to Another County)*

- After being advised by the Court of the Community Service Program. You agree to perform _____ hours of unpaid community service to be completed by _____ (date). The Volunteer Center will process the paperwork to an approved "transferred" agency.
- You must immediately contact the transferred agency and make arrangements to perform your community service in their area.
- You will not obtain credit if you work more than 8-hours per day and/or work past the completion/due date.
- **If it is necessary for you to request a continuance, you must provide the time sheets to the transferred agency.** The transferred agency will provide you with a report. This report must be brought to our Volunteer Center. Our Volunteer Center will then provide a continuance letter for you to take to the court. If you receive a continuance, you **MUST** provide proof of the new court date to the Volunteer Center (in writing from the court). You **MUST** provide the continuance within two-weeks of the last due date filed with our Volunteer Center. If you fail to do so, you will be charged \$10 to reopen your case.
- **No time sheet will be accepted, our Volunteer Center needs an official report from the transferred agency.**
- Upon completion of the hours, you are to return to the transferred agency with your time sheet and obtain a certificate of completion. Bring the certificate of completion (CLASP form) to our Volunteer Center to process the final paperwork for the court.
- If additional transfers are requested, you will be required to pay a transfer fee for each additional case.
- You will inform our Volunteer Center of your failure to register for your community service at the transferred agency. You must contact our Volunteer Center if you had a change of address and/or telephone number.
- You CANNOT select a transferred agency on your own. Any hours done prior to our Volunteer Center processing the transfer paperwork will not be accepted. You **MUST** inform our Volunteer Center if you have a problem with the transferred agency or assigned program (i.e., Community Service, Caltrans, Graffiti Removal, etc.). No credit will be given if the program does not meet the court's requirement.
- You understand the fee to process your transfer is **NON-REFUNDABLE**. This includes, but it is not limited to the Community Service, HAM Program, and/or other programs that fall under the Court Referral Program.

I, _____ have read and understood the Court Referral Community Service Transfer Agreement. I fully understand that my failure to comply with the above will result in the termination of this referral and my case will be sent back to the referring court for disposition.

Client's Signature: _____ **Date:** _____ **Interviewer's Initials:** _____