



Luzerne County Department of Probation Services

Adult Probation & Parole: Community Service Program

20 N. Pennsylvania Ave, Penn Place Suite 201, Wilkes-Barre, PA 18711

Phone: (570) 408-8595 • Fax: (570) 408-1311 • Email: communityservice@luzernecounty.org

Community Service Payment Form

You have been ordered by the Luzerne County Court of Common Pleas or a Magisterial District Judge to complete community service as a condition of probation. **There is a \$50 COURT ORDERED community service fee that must be paid**, regardless if you were assigned to a specific nonprofit by our office or you were directed to locate one on your own. The fee is used to run the Community Service Program and provides limited insurance coverage while at the site. This fee is *not* part of your court costs or restitution and is to be paid directly to the Community Service Program, *not* online or through Court Collections.

You may start your hours prior to making this payment, but *it must be paid by the end of your supervision in order to get credit for the hours.*

Due to limited access to Penn Place, we are not able to take in-person payments at this time. You can mail, fax, or email this completed payment form to the corresponding address, fax, or email listed above. Money order payments must be sent via mail. Please **do not mail cash**.

Name: _____ DOB: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

_____ **I have enclosed a money order for \$50 payable to: LCPS - Community Service**

_____ **I have provided Master Card or Visa information below.** *Be advised there is a \$2.75 transaction fee.*

Name on Card: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Card Number: _____ Expiration Date: _____ CVV Code: _____
(back of card)

By signing, I acknowledge that I am authorized to use this credit card. I give the Community Service Program permission to charge the \$50 payment (+ \$2.75 transaction fee) to this card.

Signature: _____ Date: _____