

Virginia:

In the Circuit Court of the City of Richmond, John Marshall Courts Building  
**FORM MOTION FOR COMMUNITY SERVICE CREDIT**  
**FOR WORK PERFORMED WHILE INCARCERATED**

Pursuant to §19.2-354(C) of the Code of Virginia

Commonwealth of Virginia,

v.

Full Name: \_\_\_\_\_,  
*Defendant.*

Case Number(s) for the matters that resulted in the owed fines and costs:  
\_\_\_\_\_  
\_\_\_\_\_.

COMES NOW the Defendant, *pro se*, and hereby moves this Honorable Court pursuant to §19.2-354(C) of the Code of Virginia to grant community service credit towards fines and costs for the following work performed while incarcerated:

- Work performed as required by a community corrections alternative program pursuant to §19.2-316.4.
- Work performed building or maintaining the roads or performing public works approved by the Director pursuant to §53.1-59.
- Work performed during work release from a state prison pursuant to §53.1-60.
- Work performed at a local jail that was authorized by a circuit or district court pursuant to §53.1-128.
- Work performed pursuant to a workforce program of a local jail that was authorized by the local governing body pursuant to §53.1-129.
- Work performed during work-release from a local jail pursuant to §53.1-131.

The Defendant filed with this Motion with an original letter of the sponsor of the program, certifying the hours and dates of work or that the accompanying documentation of the hours and dates of work are true and accurate. The letter provides the name, contact information, and signature of the employee providing the original letter.

\_\_\_\_\_  
Signature of Petitioner.

\_\_\_\_\_  
\_\_\_\_\_  
Mailing address of Petitioner.

Certificate of Mailing

I hereby certify that a true and exact copy of the forgoing motion and accompanying documentation was mailed first-class to the Commonwealth's Attorney at 400 N. 9<sup>th</sup> Street, Ste. 100, Richmond, VA 23219 on this day of \_\_\_\_\_(month), \_\_\_\_\_(year).

\_\_\_\_\_  
Signature of Petitioner.