

How It Works

Community Service Program

A roadmap from application to program completion.

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Step 1: Apply for Program

Complete a Program Inquiry Form by visiting:
<https://criminalcourt.knoxcounty.org/services/community-service>
or in person at the General Sessions Clerk's Office

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Step 2: Eligibility Determined

- Background Check clearance
- Indigency review

Eligible applicants will be scheduled for an intake appointment. If you are ineligible, a decline letter based on disqualifying conviction will be mailed to address.

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Step 3: Intake Process

- Review costs to determine the number of service hour requirements.
- Choose service agency and with a start date.
- Complete *Affidavit of Indigence*, discuss requirements, sign an acknowledgement statement, *KC Liability Waiver and Media Release Agreement*.

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Step 4: Program Duration

- Complete minimum 8 hours per month.
- Bring in timesheet (in person) by the 30th of each month.
- Assess hours.
- Contact the Program Director with questions or concerns.

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Step 5: Completion Process

- Verification of required hours completed.
- Receive all completion documentation.

Contact Us:

☎ (865) 215-4087

✉ elizabeth.white@knoxcounty.org

🌐 www.knoxcounty.org/criminalcourt

📍 City County Building
400 Main Street, M84
Knoxville, TN 37902

Please scan the QR Code to visit the Community Service Program Website and to complete the Program Inquiry Form:

