

9220 Kimmer Drive, Suite 100
Lone Tree, Colorado 80124

Ph: 303-339-8177
Fax: 303-225-4949
court@cityoflonetree.com
www.cityoflonetree.com/court



CITY OF LONE TREE

USEFUL PUBLIC SERVICE PACKET

This packet is an overview of the Lone Tree Municipal Court's Useful Public Service (UPS) Program. Please read every item carefully and contact the court if you have any questions regarding your useful public service.

LONE TREE MUNICIPAL COURT USEFUL PUBLIC SERVICE PROGRAM OVERVIEW

❖ **What is Useful Public Service (UPS)?**

Commonly known as Community Service, Useful Public Service is a non-paying job or activity performed for the benefit of the public and its institutions.

❖ **Is there a difference between Community Service and Useful Public Service?**
No.

❖ **Where may I perform Useful Public Service?**

- **ANY Non-Profit Organization - must have 501(c)(3) tax exempt status**
- **ANY Governmental Entity**
- **ANY Religious Group**

If you have a question about whether something qualifies under these guidelines, please call the Lone Tree Municipal Court before you do your useful public service.

❖ **When should I start doing my Useful Public Service?**

YOU NEED TO SCHEDULE YOUR USEFUL PUBLIC SERVICE AS SOON AS POSSIBLE!!! Community service can be difficult to schedule (especially Juvenile Theft cases) and if you wait until the last possible moment, you may not be able to finish it by your due date.

❖ **Are there any other options for Useful Public Service?**

You may take a CPR or First Aid class for your useful public service. You will be giving hour-for-hour credit. For example, if the class is 10 (ten) hours long, then you will receive 10 (ten) hours credit toward your useful public service. You must file the completion card or certificate and number of class hours with the Lone Tree Municipal Court. Online classes are **NOT** accepted.

❖ **What am I supposed to do with the timesheet(s)?**

The timesheets are how you and the court track the amount of hours that have been completed. We require a different timesheet for every different place you perform UPS. For example, if you perform UPS at location A, B, and C, we need a separate timesheet for location A, location B, and location C. If all hours are completed at one location, then we will only need one timesheet for that location.

❖ **I need more timesheets, where can I get more?**

Timesheets can be found online at:

<https://cityoflonetree.com/departments/municipal-court/>

Or Contact the Court by phone at 303-339-8177 or by email at court@cityoflonetree.com for more timesheets.

❖ **Anything else I should know?**

It is **YOUR** responsibility to make sure your timesheet(s) is/are completed and filed with the Court Clerk **BY THE DEADLINE GIVEN BY THE JUDGE**

Lone Tree Municipal Court's Useful Public Service Code of Conduct

The defendant is expected to:

- Treat everyone at the Recipient Service Agency with dignity and respect.
- Check in and out with the supervisor, including at lunchtime. You are responsible for making sure your time is recorded accurately.
- Report immediately to the supervisor once you have completed your assignment.
- Wear appropriate clothing; no bare midriffs, spaghetti straps, tank tops, muscle shirts, offensive t-shirts, hats, or other attire (this includes profanity or drug/alcohol related language). If working in an office, appropriate business attire is expected.
- Call the Recipient Service Agency in advance if you are unable to fulfill your obligation. Failure to do so will result in an additional 4 hours of useful public service.

The defendant is expected **NOT** to:

- Use a cell phone while working.
- Smoke while working.
- Have visitors while working.
- Use any profane language.
- Use drugs or alcohol.

*****PLEASE BE ADVISED THAT IT IS YOUR RESPONSIBILITY TO FIND A LOCATION FOR COMMUNITY SERVICE AND TO OBTAIN PROOF FOR THE COURT WHEN COMMUNITY SERVICE IS COMPLETED*****

COMMUNITY SERVICE QUALIFICATIONS:	
Any Non-Profit Agency – must be 501(c)(3) tax exempt	Retirement homes without 501(c)(3) status are <u>NOT</u> accepted.
Any Religious Organization	Any Governmental Entity

ONLINE RESOURCES:	VolunteerConnectDC.org	VolunteerMatch.org
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**LONE TREE MUNICIPAL COURT SUGGESTED LOCATIONS FOR COMMUNITY SERVICE –
YOU DO NOT HAVE TO CHOOSE FROM THIS LIST.**

Praying Hands Ranch http://www.prayinghandsranch.org/ Mary Hanson or Shirley Hanson 303-841-4043 * Must be 16+ years old and cannot have Theft charges	Parker Task Force Food Bank http://www.parkertaskforce.org Steve Budnack – 303-841-3460 foodbank@parkertaskforce.org
Highlands Ranch Community Association https://hrcaonline.org/hrcainfo/hrcavolunteers Sara Walla – 303-471-8828 sara.walla@hrcaonline.org *Defendants must be 15+ years and cannot have Theft charges	Project Angel Heart https://www.projectangelheart.org/volunteer/ 303-830-0202 *Must be 18+ years old and cannot have Theft or Violence charges.
Parker Parks and Recreation http://parkerrec.com/384/Parker-Recreation-Center Brenda Felix – 303-805-3264 *Interview required; Violence charges are not accepted; Must be 17 yrs. old	Franktown Fire Protection District www.franktownfire.org Patti Nygaard – 303-688-3811 *No weekend availability
Project C.U.R.E. https://projectcure.org/volunteer 303-792-0729	Southeast Christian Church https://www.southeastcc.org 303-841-9292
Habitat for Humanity https://www.habitatmetrodenver.org/volunteer/ Denver and Colorado Springs Locations	Colorado Muslim Society, Denver, CO https://coloradomuslimsociety.org/ 303-696-9800 *Defendants with Violence charges are not accepted.
Denver Urban Gardens https://dug.org/volunteer/ 303-292-9900	Food Bank of the Rockies https://www.foodbankrockies.org/volunteer/ 303-371-9250 – * No Theft, Sexual, or Violent offenses
Vitalant = ONLY a blood donation certificate or donation sheet with your name and date of donation will be accepted. https://www.vitalant.org/home.aspx 1 blood donation will satisfy 6 hours of useful public service. ***Only one blood donation will be accepted***	The Red Cross - ONLY a blood donation certificate or donation sheet with your name and date of donation will be accepted. https://www.redcrossblood.org/give.html/find-drive 1 blood donation will satisfy 6 hours of useful public service. ***Only one blood donation will be accepted***
CPR or First Aid Class Hour-for-hour credit. A 10-hour class equals 10 hours towards your useful public service. ***NO ONLINE CLASSES ARE ACCEPTED*** ***Only one class will be accepted***	Your Local Recreation Center or Park Maintenance Check your area for any government agencies that will allow you to perform court-ordered community service.
Your Local Church Check your area for any recognized religious groups that will allow you to perform court-ordered community service.	Your Local Food Bank or Soup Kitchen Check your area for any 501(c)3 non-profit organizations that will allow you to perform court-ordered community service.

Revised 08/2025

****No agency is required to allow you to perform Useful Public Service.**



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9220 Kimmer Drive, Suite 100, Lone Tree, Colorado 80124
Telephone: 303.339.8177 Email: court@cityoflonetree.com

THIS DOCUMENT MUST BE FILLED
OUT COMPLETELY. IF NOT FILLED
OUT COMPLETELY THIS DOCUMENT
WILL BE REJECTED.

Name: _____

Supervising Agency: _____

Case/Ticket Number: _____

Agency email address: _____

Agency Phone #: _____

Date	Time In	Time Out	Hours Worked	Job Description

I, _____ (Supervisor's Name) certify that as of _____ (Date), the above named individual completed _____ hours of Pubic Service. I understand that I may be required to verify this information with the Lone Tree Municipal Court by email.

Supervisor's Signature: _____

Title: _____

Date: _____

To the Non-Profit Organization: The Lone Tree Municipal Court appreciates your participation and efforts. It is the defendant's responsibility to provide the Municipal Court with proof of completion of the community service assigned. Please notify the Municipal Court if the defendant fails to report for work or for any problems you may have in reference to the performance of the assigned community service.

I, _____ (Defendant), certify that the information contained in this form is true and accurate.

Defendant's Signature _____

Date _____

Sec. 10-8-20 (b) It is unlawful to:(5) Knowingly make, submit, or file with the Municipal Court any false or misleading material statement in any proceeding, record or report. "Material statement" means a written or oral statement reasonably likely to be relied upon by the judge, staff member, or officer of the Municipal Court in the discharge of his or her official powers or duties.

Sec. 10-16-10 (b) (2). - Penalty provisions Any person eighteen (18) years of age or older charged with violating any provision of this Chapter so designated may be subject to incarceration, in addition to fines and costs, upon conviction



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COURT ORDERED CLASS REFERRALS

You have been Ordered to attend a class by the Lone Tree Municipal Court. Below is a list of **approved** vendors that offer the classes that were Ordered. Only the vendors listed below are approved by the Court. No other vendors may be used without prior authorization.

It is **your responsibility** to contact one of these companies within 48 hours to schedule a class. Upon completion of the class you are responsible to provide proof to the court by your due date. **DO NOT ATTEND UNTIL YOU HAVE REGISTERED FOR A CLASS.**

Please submit your Class Certificate and Essay, to Lone Tree Municipal Building, 9220 Kimmer Drive, Suite 100, Lone Tree, via fax to 303-225-4949, or email to Court@cityoflonetree.com.

I.S.A.E

750 E 73rd Ave, Suite 1A
Denver, CO 80211
303- 433-1900

www.isaeonline.com

*Classes offered at locations across
Colorado and online.*

ALIVE AT 25

Defensive Driving
Ages 15-24
720-269-4046

www.aliveat25.us

CIMA REMOTE EDUCATION

8471 TURNPIKE DR #135
WESTMINSTER, CO 80031
303-455-3553

<https://cimaeducation.com/>

**Classes are currently being held
online. No in-person classes at
this time.**

SOUTH METRO SAFETY FOUNDATION

Teen Crash Avoidance
Adult/Senior Driving Skills
9195 E Mineral Ave
Centennial, CO 80112
303-805-0228

www.southmetrofoundation.org

Online classes are accepted.

Failure to submit proof of completion of the class and essay (if required) may result in the issuance of a
Failure to Comply Warrant

How to Pay Your Court Fine or Fees to Lone Tree Municipal Court

Online: You may pay online at www.cityoflonetree.com/onlinecourtpayment.

Your payment can be made by credit card (VISA, MasterCard, or Discover) or electronic check (you will need your routing number and account number). You will also need to reference your Ticket/Case (ELTM, LTM, or LTP) Number.

By Mail: You may pay by mail with a check or money order. Please make check or money order payable to: City of Lone Tree. Mail payment to the following address:

Lone Tree Municipal Court
9220 Kimmer Drive, Suite 100
Lone Tree, CO 80124

Be sure to reference your Ticket/Case (ELTM or LTP) Number on your payment.

By Phone: Call 303.339.8177 to pay by credit card (VISA, MasterCard, or Discover).

In Person: Payment can be made in person at the Municipal Office, 9220 Kimmer Dr. #100, Lone Tree, Colorado. You may pay by cash, check, money order, or credit card (VISA, MasterCard, or Discover). Office hours are 8:00 A.M. to 5:00 P.M.

Cómo pagar su multa o honorarios de la corte a la corte municipal de Lone Tree

En línea: puede pagar en línea en www.cityoflonetree.com/onlinecourtpayment.

Su pago puede hacerse con tarjeta de crédito (VISA, MasterCard, o Discover) o cheque electrónico (necesitará su número de ruta y número de cuenta). También deberá hacer referencia a su número de boleto / caja (ELTM, LTM, o LTP).

Por correo: puede pagar por correo con un cheque o giro postal. Haga un cheque o giro postal a nombre de: City of Lone Tree. Pago por correo a la siguiente dirección:

Lone Tree Municipal Court
9220 Kimmer Drive, Suite 100
Lone Tree, CO 80124

Asegúrese de hacer referencia a su número de boleto / caja (ELTM o LTP) en su pago.

Por teléfono: llame al 303.339.8177 para pagar con tarjeta de crédito (VISA, MasterCard, o Discover). Tenga en cuenta que nadie en la oficina habla Español.

En persona: El pago puede hacerse en persona en la Oficina Municipal, 9220 Kimmer Dr. #100, Lone Tree, Colorado. Puede pagar en efectivo, cheque, giro postal o tarjeta de crédito (VISA, MasterCard, o Discover). El horario de atención es a las 8:00 a.m. hasta las 5:00 p.m.