



COURT REFERRAL PROGRAM

153 Stony Circle, Suite 100 Santa Rosa, CA 95401

Phone (707) 573-3360

Fax (707) 573-3370

courtreferral@cvnl.org

Office hours 8:30 a.m. – 5:00p.m. Monday - Friday, Tuesday, and Wednesday until 6:30pm

Instructions for Community Service / Volunteer Work

Intake appointments scheduled in advance by contacting our office. An interview must be conducted by Court Referral Program staff at the Volunteer Center, within 90 days after the date of your referral to the program. If you are not interviewed within 90 days, your referral may be returned to the courts for further action. Failure to complete the assigned work or to comply with the policies of the Court Referral Program is a violation of your court order and the case will be returned to court or probation for further action. Failure to comply may also result in the issuance of a warrant for your arrest.

If you live in Sonoma County, make an appointment for an interview with the Court Referral Program. All work must be done at an approved work site and only after placement by the Court Referral Program staff. Work assignments are available in all parts of the county. Once you have been interviewed and receive a worksite placement, you will be required to perform work on a regular basis and to perform the work in a manner acceptable to the worksite supervisor and the Court Referral Program staff.

If you live outside of Sonoma County, contact the Court Referral Program immediately by telephone, email or phone, to have your Community Service work transferred to the county in which you live. There is a **\$40 fee** charged to transfer and monitor your case, subject to County placement options.

There is a non-refundable fee charged to participate in the program. The fee is based on the number of hours of work assigned to you. The fee must be paid at the intake interview unless arrangements are made ahead of time with program staff for payments. Payments are processed in cash, credit/debit card or money order. **Checks are not accepted.** Fees are subject to change.

Fee Schedule as of July 15, 2016

0-16	hours	\$40
17-49	hours	\$60
50-99	hours	\$75
100-149	hours	\$100
150-199	hours	\$140
200-299	hours	\$160
300-399	hours	\$175
400-499	hours	\$200
500+	hours	\$250

Directions to Volunteer Center of Sonoma County

Stony Circle is off Stony Point Road between College and West Third. Enter at stoplight entrance. Go left into the first driveway after the roundabout. The VCSC is the second building on the far left.