

## **FREQUENTLY ASKED QUESTIONS**

**Q: How many hours do I have and when are they due?**

A: You can find this information on your Court Order or on the top of your timesheet.

**Q: Where do I turn in my timesheet?**

A: You can mail, fax, or personally deliver your timesheet to the Portage County Adult Probation Department.

Adult Probation Department  
209 S. Chestnut Street  
Suite #302  
Ravenna, Ohio 44266  
Or  
Fax: (330) 297-4561

**Q: Can I do my community work service in another county?**

A: You must do your hours in Portage County unless the judge has given you written permission to do it elsewhere.

**Q: What if I can't get my hours done by the due date given?**

A: You may write a letter to the judge asking for an extension.

\*\*\*Probation cannot give extensions\*\*\*

**Q: Do I have to pay the \$35 community work service fee?**

A: Yes, unless you are doing your hours for collections.

**Q: How do I pay the community work service fee?**

A: You may pay it at the Portage County Adult Probation Department with a **money order only** or you may pay it at the Ravenna Courthouse, they accept all forms of payments. You may also call the Ravenna Courthouse and pay it over the phone.

Ravenna Courthouse  
203 W. Main Street  
Ravenna, Ohio 44266  
Phone: (330) 297-5886