

## CHECKLIST FOR ALL DMV HEARINGS

- \_\_\_\_\_ Do Formal Hearing Request (List how much time we need on the Request itself when requesting 30 minutes)
- \_\_\_\_\_ Request packet costs
- \_\_\_\_\_ Prepare a Notice of Appearance for DMV
- \_\_\_\_\_ Prepare a Waiver (DMV will give us the dates we ask for if we include this)  
**(Mail the Formal Hearing Request, copy costs letter, Notice of Appearance, Copy of DUI Ticket and waiver to DMV with a return envelope back to us)**
- \_\_\_\_\_ Request DUI video from appropriate arresting agency
- \_\_\_\_\_ **\$25.00 Filing Fee for DMV**

**When we get the Prehearing Statement back from DMV with temporary license do the following:**

- \_\_\_\_\_ Fill out Prehearing Statement
- \_\_\_\_\_ Mail temporary license to client with form letter letting them know of hearing date.
- \_\_\_\_\_ When DMV faxes us with the packet costs, get check from Larry and prepare a return envelope back to them with the appropriate postage.

**When we get the packet back from DMV**

- \_\_\_\_\_ Prepare a copy of the police report from DMV to send to client with letter.
- \_\_\_\_\_ Ask Attorney if Witnesses should be subpoenaed.
- \_\_\_\_\_ Prepare Subpoenas if needed.

**After subpoena comes back to us from DMV do the following:**

- \_\_\_\_\_ Mail copy to the State Attorney's Office with letter and a copy to our file.
- \_\_\_\_\_ Have process server serve the subpoena with a witness fee check (get from Curt).

**Important:** One week prior to the hearing, if we have not heard anything from DMV regarding the packet costs, call there every day thereafter for the packet costs. **We need the packet well in advance of the DMV hearing. On the subpoenas, only PCSO should say "deputies", every other agency should say "officer".**

**Resets:** If the hearing is reset, check again with the attorney to see if subpoenas now need to be issued regardless of previous answer.