

REQUIREMENTS TO REQUEST A HEARING

What You Should Bring to the Hearing

When you come to the hearing, you must show that you have stopped drinking or using drugs. The hearing officer will ask you a number of questions. The hearing officer will also ask for statements about you from 3 to 6 people who have known you for a long time. You can bring these people to the hearing, or they can write letters for you to bring. Your attorney recommends 6 letters: **2 friends, 2 family, 2 co-workers**. If going to AA one of the friend letters should be from a sponsor, or if no sponsor then an attendee.

Any letter you bring must be **signed and dated** by the person who wrote it. The letters **MUST** include all of the following. The S.O.S. is now enforcing that these letters be **notarized**:

1. The person's **address** and day time **telephone** number.
2. What the person's **relationship** is to you.
3. How **long** the person has known you.
4. How **often** the person sees you.
5. **Where** the person sees you.
6. What the person knows about your **past and current use of alcohol and/or drugs**. If you never used drugs the letters should say that.
7. When the person **last saw or knew you had been drinking or using drugs**. Be specific as to when.
8. What the person knows about your **past or current treatment or attendance at a support group**
9. Any **other important information** about your recovery.

There are other things you **must** provide to show that you have stopped drinking or using drugs. These items must be provided to request your hearing. Return to attorney. These are:

- Substance Abuse Evaluation – (alcohol, drugs, current medications) with 10 panel drug test.
- Sign in sheets, letters or other evidence that shows that you are attending a support group. (Example: Alcoholics Anonymous) If you have them.
- Evidence that you completed treatment or counseling after your last drinking and driving arrest. If you have them.
- If on narcotic or habit forming prescriptions – need a letter from your doctor that you are not abusing and will not affect your ability to drive.
- A Final Ignition Interlock Report if you are currently driving on a restricted license at time of request. **Also a current interlock report dated no more than 30 days before the hearing.**
- Secretary of State form 257/258 completed.

NOTE: These items above must be submitted at the same time through your attorney.

PLEASE BE AWARE THAT SUBMITTING THIS INFORMATION DOES NOT MEAN YOU WILL AUTOMATICALLY GET YOUR LICENSE BACK. HOWEVER, THE INFORMATION WILL HELP THE SECRETARY OF STATE ATTORNEY HEARING YOUR CASE DECIDE WHETHER IT IS SAFE TO GIVE YOU A DRIVER'S LICENSE.

Your Rights at the Hearing:

- You have the right to have an attorney represent you, but an attorney is not required.
- You have the right to purchase a transcript of the hearing.
- You have the right to appeal the decision to Circuit Court. Your appeal to Circuit Court must be filed within 63 days after you receive the hearing decision.

NOTE: Letters and evaluations older than 90 days are not considered by the Secretary of State as current.