

## OCCUPATIONAL DRIVERS LICENSE

**Requirements from the Judge:** (The following requirements are to be provided to the court before the case may be set for hearing, **NO EXCEPTIONS.**)

- \* **Filing fee** for Occupational Driver's License \$265.00;
- \* **Petition** for Occupational Driver's License (**must have effective beginning and ending dates, counties requesting to drive through and hours requesting to drive**)
- \* **Waiver of Citation**
- \* **Original SR 22** (Provided by your Insurance Company) (this is a Pink Form)
- \* **Letter from his/her Employer;**
  1. Confirming Employment &
  2. Work Schedule
- \* If the **applicant is on probation**, then provide a letter from his/her current probation officer stating the status of his/her probation (**letter must be no more than 30 days from date of filing letter until hearing**) and a copy of the application shall be presented to the applicants probation officer on the day of filing of the application;
- \* **The Notice of Suspension** from the Texas Department of Public Safety;
- \* **All Orders** for Occupation/Restricted driver's license must **provide Effective Beginning and Ending Dates, Counties requesting to drive through and Hours requesting to drive, the Order for the Occupational Driver's License must be on file before scheduling a hearing;**
- \* **The Court requires** that if an attorney signs any pleading in the case, the attorney must appear at the hearing on the application for Occupation Driver's License;
- \* **No Occupation Driver's License** will be granted without the **Personal Appearance** of the named applicant at the hearing.
- \* **After** all requirements are met; a **Motion to Set** must be filed with the civil clerk, in order to be put on the next available docket. Check with the clerk for dates and time.

March 21, 2018

**Any case filed with this court shall file a Civil Case Information Sheet and if filing without and attorney a Pro Se Sheet shall be signed.**