

**Department of Probation and Court Services  
Eighteenth Judicial Court  
DuPage County**

**DUI Evaluation Unit  
DASA License #A6006-0002-A  
503 North County Farm, Room 135  
Wheaton, Illinois 60187**

Your appointment date \_\_\_\_\_ Time \_\_\_\_\_ Evaluator \_\_\_\_\_

The entire evaluation process takes approximately two hours.

Please bring the following items with you:

- “Notice of Summary Suspension” (also called “Law Enforcement Sworn Report”).
- List of any prescription or over-the-counter medications that you are currently taking or were taking at the time of the DUI arrest.
- A friend or family member, at least 18 years of age, who is willing to be interviewed on your behalf.

Anyone under the age of 18 must be accompanied by a parent or legal guardian.

**Illegal** drugs and/or alcohol should not be consumed within 24 hours of your appointment. If you are suspected of or have consumed alcohol and/or drugs at the time of your appointment, the appointment will be terminated and you will be required to pay a \$50 penalty fee (paid in person) prior to rescheduling your evaluation.

**PLEASE NOTE: 24-Hour Cancellation Policy** – If you fail to report or give less than 24 hours notice of need to reschedule/cancel your appointment, a \$50 penalty fee will be assessed and you will need to pay this in person (may not be done over the telephone) in order to obtain a new appointment. If your appointment is scheduled for a Saturday and you fail to give at least 24 hours notice, you will not be allowed to schedule another Saturday appointment. The penalty fee does not reduce the \$200 evaluation fee.

**Payment information:** The fee for the evaluation is \$200 and can be paid by check\*, money order\* or credit/debit card – **NO CASH PAYMENTS WILL BE ACCEPTED**. There is a \$5 surcharge for credit/debit cards. The individual identified on the check or credit/debit card must be present, with a photo ID, at the time of payment. Payment in full is required at the time of evaluation. \*Make checks payable to: “Clerk of the Circuit Court”

\*Money orders can be purchased at the Currency Exchange, located at 600 South County Farm Road, Wheaton, IL, for 90 cents. (Hours: M-F: 9AM-6PM; Sat: 9AM-4PM).

If you do not speak/read fluent English, you must obtain an interpreter (at least 18 years of age) who is fluent in English and your native language. We can provide you with a list of professional translators. It is **your responsibility to pay and schedule** the translator for your DUI evaluation appointment.

**See back Page for Indigence/reduced fee schedule and additional information.**

DUI evaluation services will be provided to any offender, regardless of ability to pay. You must provide proof of indigence in accordance with poverty guidelines established by the United States Department of Health and Human Services (see below for details).

The annual income guidelines that will be used to qualify DUI offenders for indigent DUI evaluation services, for fiscal year 2008, are as follows:

<u>Number of Dependents</u>	<u>Annual Gross Income</u>
1	\$10,210
2	\$13,690
3	\$17,170
4	\$20,650
5	\$24,130
6	\$27,610
7	\$31,090
8	\$34,570

Examples of supporting indigence documentation include one or more of the following:

- Your most recent Federal or State income tax return.
- Current pay stubs indicating year-to-date income and hours worked per week.
- A notarized letter from your employer stipulating your current, weekly salary, hours worked per week and your employer's telephone number.
- Any State of Illinois Department of Human Services public aid card or other public assistance verification.
- A notarized letter from the family member or other person that is supporting you, detailing:
  1. The relationship of the person providing the assistance to the indigent.
  2. The extent of any monetary and/or shelter assistance being provided.
  3. The length of time the indigent has been unemployed or underemployed.
  4. The length of time assistance has been or will be provided.

**NOTE: Camera phones are not allowed into the building** and the Du Page County Deputies will not allow you to enter if you have a Camera phone in your possession.

Please allow at least 15 minutes for the screening process when entering the 505 or 503 buildings.

DUI Evaluation Unit hours:

Monday-Thursday: 7:30 a.m.-7:00 p.m.

Friday: 7:30 a.m.-2:00 p.m.

Saturday: 8:00 a.m.-2:00 p.m.

DUI Evaluation Unit phone #: 630-407-8384

DUI Evaluation Unit fax #: 630-407-8385