

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

FOR DHS/DASA DUI EVALUATIONS

Office hours: Monday-Friday 7am-4:30pm

**DUI Evaluation Unit
DASA License #A-6006-0002-A
503 North County Farm, Room 135
Wheaton, Illinois 60187
Office: 630-407-8384
Fax: 630-407-8385**

Appointment availability:
Monday: 7:00am-4:30pm
Tuesday-Thursday: 7:00am-7:00pm
Friday: 7:00am-4:30pm
Saturday: 7:30am-3:30pm
CLOSED Sunday and Court Holidays

Your appointment date is _____

Time: _____

The entire evaluation process takes approximately 2-1/2 hours.

Please bring the following items with you:

- \$225 fee payment (no cash), any/all supporting documentation for indigent application.
- “Notice of Summary Suspension” (also called “Law Enforcement Sworn Report”), and/or a copy of the police report, and/or a copy of the Breathalyzer results, and/or Blood/Urine Lab results.
- 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.
- Any client under the age of 18 must be accompanied by a parent or legal guardian.

Zero Tolerance Policy: Illegal/illicit 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.

24-Hour Cancellation Policy: If you fail to report or give less than 24 hours notice of need to reschedule or cancel your appointment, a \$50 penalty fee will be assessed and you will need to pay this in person 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 \$225 evaluation fee.

Payment information: The fee for the evaluation is \$225 and can be paid by check, money order, Visa, Mastercard, Discover, or 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 valid photo ID, at the time of payment. Payment in full is required at the time of evaluation.

Interpreters: If you do not read/speak fluent English, a court-appointed interpreter will be provided to you at no cost. Should you require an interpreter, your scheduled appointment should be at least **one week** prior to your next Court date to ensure an interpreter can be secured for you.

See back page for Indigent/reduced fee schedule and additional information.

Indigent requirements: DUI evaluation services will be provided to any offender, regardless of ability to pay. However, all balances **MUST BE PAID IN FULL** prior to releasing the evaluation. To qualify indigent, you must provide proof 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 as indigent are as follows:

<u>Number of Dependents</u>	<u>Annual Gross Income</u>
1	\$12,490
2	\$16,910
3	\$21,330
4	\$25,750
5	\$30,170
6	\$34,590
7	\$39,010
8	\$43,430
each additional person	Add \$4,420

To qualify indigent, you **MUST** be an Illinois resident and prove your income and number of dependents. You **MUST** provide the following supporting documents to qualify for reduced fees:

- Your most recent Federal or State income tax return and all of last year's W-2's filed.
- Current pay stubs indicating year-to-date income and hours worked per week.
- Any State of Illinois Department of Human Services public aid card or other public assistance verification.
- An Illinois driver's license or State ID card.
- Last month's bank statement.
- Proof of any financial aid being provided.
- You may also access the Social Security Administration website to get a complete record of your reported annual income at www.SSA.gov

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.