

Berea Municipal Court
11 Berea Commons
Berea, Ohio 44017
(440) 826-5862 Fax (440) 234-2768
www.bereamunicourt.org

MARK A. COMSTOCK
Judge

RAYMOND J. WOHL
Clerk of Courts

REQUEST FOR PRETRIAL DRIVING PRIVILEGES/
RELEASE VEHICLE/APPEAL BMV ACTION

Requirements for requesting Vehicle Release/Driving Privileges/Appeal action, are as follows and MUST be completed.

1. A \$55.00 filing fee for Occupational Driving Privileges must be filed with the Clerk's Office. A \$25.00 filing fee must be filed with the Clerk's Office for any modification of driving privileges.
2. Complete the attached form (must be filled out completely before filing with the court) Please include your name, address, phone number, case number, (place of employment, days/hours of job.) If you need privileges for anything other than employment, i.e. probation officer meetings, counseling/treatment, AA meetings, please include those also. The following page is attached for your convenience.
3. When privileges are granted upon receiving, the privilege will only be valid with a letter on Company letterhead from the employer stating that you are employed by them, days and hours of work, and address of work. This letter MUST be attached to the driving privileges.
4. For driving privileges, proof of current insurance must be attached showing you are covered from the date you submit your request throughout the period you will have privileges. You must also provide proof you were insured or were driving in a vehicle that was insured at the time of the offense.
5. When all the preceding steps have been complied with, please submit all required information and the completed page two, along with \$45.00 fee to the clerk's office. You will then be scheduled for the next available Monday morning session for ruling on your request by the Magistrate.
6. If your request is at the time of conviction or post-conviction, all fines and costs must be ***paid in full.***
7. If the \$55.00 filing fee has not been paid and/or your fine and costs have not been paid, you must go to the Clerk's Office to pay the filing fee and all court costs before the Journal Entry granting you privileges will be released to you.



BEREA MUNICIPAL COURT
 11 Berea Commons
 Berea, Ohio 44017
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**MOTION FOR PRE-TRIAL DRIVING PRIVILEGES/
 RELEASE VEHICLE/APPEAL BMV ACTION**

NAME: _____ SS#: _____
 (Print) Defendant Non-party
 PHONE #: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

Berea Court
 Case No. _____ **Is Insurance Proven?** _____

Undersigned hereby requests the Court to take the following action related to the above case:

- RELEASE VEHICLE - INNOCENT OWNER
- RELEASE VEHICLE - DEFENDANT
- HOME IMMOBILIZATION - \$300.00 in court jurisdiction
 \$350.00 out of court district
- APPEAL OF ALS ON GROUNDS THAT _____

- REQUEST DRIVING PRIVILEGES
 - ALS APPEAL (OCCUPATIONAL PRIVILEGES)
 - UNDUE HARDSHIP
 - OTHER
- OTHER ACTION: _____

EMPLOYER INFORMATION: Please include the time you leave your house and time you return to your house for the days you are requesting privileges (hours on the road).

EMPLOYER NAME _____
 ADDRESS _____
 CITY, STATE, ZIP _____
 PHONE _____
 DAYS _____
 HOURS _____

FEE \$55.00(Occupational Driving Privileges) - See attached Instructions
 FEE \$25.00 (Modification to Driving Privileges)

_____ Date

_____ Signature