

TIME LINE

Initial Court Appearance:

- You will be given the option to Enroll in UAVP by the Judge, forms available at the Initial Hearing
- Another hearing date will be set out 60 days

Following the Initial Court Appearance:

- If you elect to participate you will complete the Enrollment Form and send copies to the identified parties within five (5) days of your hearing
- Within 5 days you will make contacts to schedule initial appointments
- You will use the forms provided to you to document each requirement
- You will make payment for services in advance as indicated

Throughout the 60 window:

- You will complete the required Alcohol Screening
- You will complete the education and/or counseling sessions as recommended by the Screener
- You will fulfill your responsibility for payments
- You will complete the final documentation

Final Step Prior to Scheduled Hearing:

- You will submit the completed documentation to: **The Department of Health & Human Services**. The packet will be reviewed and filed by DHHS with the Clerks Office.
- Please note that any incomplete packets will be returned to you. If the completed packet is not received and filed by DHHS within 5 business days prior to the hearing, you will be required to attend the hearing.
- If you have met the requirements you will receive a notice from DHHS that the hearing is cancelled and this will fulfill your obligations under UAVP
- If the requirements are not fulfilled within these time frames there will NOT be extensions or refunds.
- At the time of your 2nd hearing, you will be charged and 2nd offense penalty will be assigned in full (refer to brochure for detail).