

PLEASE SAVE THIS DOCUMENT BECAUSE IT CONTAINS IMPORTANT INFORMATION. YOU SHOULD IMMEDIATELY BEGIN WORK ON THE ITEMS IDENTIFIED BELOW. THE PURPOSE OF THESE ITEMS IS TO ASSIST ME IN OBTAINING THE BEST POSSIBLE RESULT FOR YOU IN YOUR CASE. PLEASE CALL THE OFFICE IF YOU HAVE ANY QUESTIONS.

ALL CASES

_____ Complete the Client Interview Sheet. The interview sheet is available from the office or online [HERE](#).

_____ Mitigation documents. These are very important because they distinguish YOU from everyone else before the Court. Mitigation documents include:

- Character letters
- Awards / Certificates of achievement from school or work
- Academic transcripts
- Participation certificates for sports, civic clubs
- Certificates or licenses to perform a specific trade or work

_____ Complete 24 hours community service work at a non-profit organization of your choice. If you need recommendations, we will be happy to provide you with a list of local agencies where you can complete the hours. The information is also available [HERE](#). You are responsible to obtain a completion letter from the agency that documents your completion of the hours. Bring the completion letter to the office.

_____ ECU students should also be aware of the policies regarding the Office of Student Rights and Responsibilities, which is available [HERE](#).

_____ Attorney fees / Court costs. It is the policy of this office that all fees must be paid in full before the case is resolved in court. Upon your request, I will continue your case if you need additional time to raise money.

_____ Court appearances. Unless instructed otherwise, you are required to appear in court. Most court sessions begin at 9 am. You will receive a reminder text message the day prior to court. If you need to verify when and where you are to appear you can contact the office or the information is also available [HERE](#).

_____ HOW TO CONTACT YOUR LAWYER. I am usually in court and very busy in the mornings. The best time to call the office is between 1-5. Email me anytime as I can sometimes reply even if in court.

DWI CASES

_____ A general explanation of DWI penalties, including license suspension, is available [HERE](#). This is intended as background information only. Specific questions should be directed to me and, if possible, prior to court.

_____ Obtain an alcohol assessment and complete recommended treatment.

- We recommend you contact Choices Counseling, telephone number (252) 439-1886. The cost for an assessment is usually \$100. You will need to bring with you to the initial appointment the following: citations, driving record, breath test result ticket. Our office can provide this information to Choices upon your request.

_____ Limited Driving Privilege documents. We will need the following:

- DL-123 insurance verification form issued by your insurance company.
- Proof of your completion of an alcohol assessment.
- If you will need to drive for work in non-standard hours (other than Monday to Friday, 6am - 8pm) we will need a letter from your employer documenting the need to drive during non-standard.
- \$100 LDP court fee
- After the initial 30 day suspension, you can pick up your license on the 4th floor of the Pitt County Courthouse. There is an additional \$100 restoration court fee that must be paid at that time.

An online version of this same document (one that has the links to other pages referred to on this page) is available at www.mark-ward.com on the client corner page.

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