

COURT REFERRAL FORM DRIVING-UNDER-THE-INFLUENCE (DUI) PROGRAM

PART 1 – REFERRING COURT/AGENCY USE

1. Referring Court/Agency Name: _____

Address: _____ City: _____ State: _____ Zip: _____

2. Referral type: New Referral Referral Extension Reinstatement

3. Conviction: SB1176 (12 Hours) AB762 (6 Months) SB38 (18 Months)
 AB541 (3 Months) SB1353 (9 Months) SB1365 (30 Months)
 Other _____

4. Referral Date: _____ Case # _____ Conviction Date: _____

Violation Date: _____ Date of Birth: _____ Driver's License # _____

Last Name: _____ First Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email Contact: _____

5. Additional DUI cases pending? Yes No
 Prior DUI convictions? Yes No Date (if yes): _____

6. Additional Considerations (Language, Disability/Reasonable Accommodation, etc.):

7. STATE LICENSED DUI PROGRAM DEFENDANT REFERRED TO FOR ENROLLMENT

Referred to: _____ Telephone: _____

Address: _____ Enroll by: _____

PART 2 – DUI DEFENDANT CERTIFICATION

8. Contact the State licensed DUI Program listed above in box #7 IMMEDIATELY for an enrollment appointment. At the discretion of the court or referring agency, you may have the option to choose the State licensed DUI program you will enroll in and attend. If applicable, request additional licensed program information for available options. **NOTE: On-line DUI programs are not State licensed and do not satisfy California Department of Motor Vehicle requirements for restoration of legal driving privileges.**

Failure to enroll by the date specified above may result in a warrant for your arrest.

I certify that I have reviewed and received a copy of this referral form, and understand that I must enroll in a State licensed DUI program by the date stated in Part 1, Box #7 above.

Defendant's Signature

Date

PART 3 – FOR DUI PROGRAM USE ONLY

9. Enrollment status: Enrolled Out of county transfer to: _____

Failed to enroll Failed to reinstate Subsequent DUI

UPON COMPLETION OF THIS FORM-RETURN ORIGINAL TO COURT/AGENCY IDENTIFIED IN PART 1.

COMPLETED/SENT BY: _____

Print Name

Signature

Date

COURT REFERRAL FORM

INSTRUCTIONS FOR COMPLETING

PART 1 - REFERRING COURT/AGENCY USE

1. Enter name and address of referring court/agency.
2. Select the applicable type of referral:
 - New Referral – First time referred to the DUI program.
 - Referral Extension – Extension of time to enroll in the DUI program.
 - Reinstatement – Returning to DUI program after termination from prior program enrollment.
3. Select the applicable type of conviction.
4. Document the referral date, docket/case number, conviction date, violation date, date of birth, driver's license number, defendant's name, address, telephone number, and email contact.
5. Document whether the defendant has any DUI cases pending and/or any prior DUI convictions. If the defendant has a previous DUI conviction, note the date of the conviction.
6. Identify any relevant information for program consideration (language, disability/reasonable accommodation, work schedule, court dates, etc.)
7. Document the DUI program the defendant has been referred to, as well as the DUI program's phone number, address, and date the defendant must enroll by.

** The court referral form will be forwarded to the DUI program identified in box #7, along with a copy provided to the defendant. If the court requires proof of compliance, the court shall set a date to verify such within the court's timeframes.

PART 2 - DEFENDANT CERTIFICATION

8. The defendant will attend the State licensed DUI program indicated on the court referral form or list provided by the court. The defendant must contact the program IMMEDIATELY for an enrollment appointment.

The Court Referral Form shall be signed and dated by the defendant, acknowledging an understanding of requirement to enroll in a State licensed DUI program (no on-line programs), review and consequences.

PART 3 - FOR PROGRAM USE ONLY

9. Confirmation or failure to enroll shall be reported by completing and returning this form to the referring court/agency listed in Part 1. The DUI program will select the defendant's enrollment status:
 - Enrolled – The defendant has enrolled in the DUI program.
 - Out of county transfer – If a defendant requests a transfer, the DUI program shall notify the court.
 - Failure to enroll – If the defendant does not appear for enrollment by the date specified by the court, the DUI program shall notify the court.
 - Failed to reinstate – Upon notification of a defendant's dismissal from the DUI program, the court has the option of reinstating the defendant to complete the program, with credit for activities completed as long as the defendant has not been out of the program in excess of two years.
 - Subsequent DUI – Upon conviction of a subsequent DUI, the court shall order the defendant to complete a new DUI Program under a new docket number; no credit shall be given for DUI program attendance prior to subsequent DUI.

DUI program staff completing Part 3 will print name, sign and date form. Once complete, the original form shall be forwarded to referring court/agency (Part 1). If defendant has enrolled in DUI program-retain a copy of completed form in defendant's DUI program file.