



ELLIS COUNTY COURT AT LAW NO. 1
JUDGE JIM CHAPMAN

Ellis County Courthouse
109 S. Jackson
Waxahachie, TX 75165
www.co.ellis.tx.us

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OCCUPATIONAL DRIVER'S LICENSE

Dear Applicant:

Your sworn petition for an Occupational Driver's License must state the specific reason your license has been suspended including the specific offense alleged or the specific conviction if applicable. If the reason is an alcohol or drug related contact you must state in the petition whether or not you are under indictment or subject to bond conditions that prohibit driving. **If your suspension was alcohol or drug related and you have been convicted of a driving while intoxicated offense you must file your petition in the convicting court.** If the reason for your license suspension is you have been convicted of Criminally Negligent Homicide, a Driving While Intoxicated offense or are under age 21 and have been convicted for an offense listed in §521.342 of the Transportation Code you will also need to notify the Ellis County District Attorney's office of your petition and they will have three business days to file a response before any action is taken on the application.

You will need to contact the Court Coordinator, Tianta Schwartz, to schedule a hearing on your petition. At the hearing you must bring a certified copy of your driving record that lists all crashes and violations (**a Type 3A driving record** on the Texas Department of Public Safety website), proof of insurance (**SR-22**) and proof of the installation of an interlock ignition device if a DWI alcohol related conviction is the reason for your suspended license.

The Court's promulgated form that applies to your case type must be used for the Order granting the ODL. The four standardized fillable Orders that cover the various scenarios are available at the Court's website which can be found at www.co.ellis.tx.us and going to the Ellis County Court at Law Number One site on the Departmental drop-down list. If your suspension does not involve an alcohol or drug related contact the "Base Order" applies. If your suspension was the result of a refusal to submit to an intoxication test the "Refusal Order" applies. The "Alcohol DWI Order" applies if your DWI conviction was related to alcohol. The "Drug DWI Order" applies if your DWI conviction was related to drugs.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Chapman", written over a blue ink scribble.

Jim Chapman
Judge, Ellis County Court at Law #1