

# MONTGOMERY COUNTY MUNICIPAL COURT

## ITEMS REQUIRED WHEN FILING FOR

### DRIVING PRIVILEGES

1. Petition to file with the Court, available on line at [www.mcclerkofcourts.org](http://www.mcclerkofcourts.org) or at the Court.
2. Filing fee
3. Proof of payment of all reinstatement fees owed to the BMV
4. Proof of insurance which meets the requirements of the BMV
5. Copy of notice of suspension available at [www.bmv.ohio.gov](http://www.bmv.ohio.gov)
6. Letter from employer or school:
  - On company letterhead
  - To include address of employment
  - Hours worked
  - Contact name and phone number of supervisor/employer
7. Must live in Montgomery County
8. Must have a valid license or temporary ID. A permanent ID or an expired license will not be accepted.
9. Privileges cannot be issued if you have an active license forfeiture

**MONTGOMERY COUNTY MUNICIPAL COURT  
EASTERN DIVISION  
6111 Taylorsville Rd. Huber Heights, OH 45424  
(937)225-5824**

Petitioner Name \_\_\_\_\_

Case No. \_\_\_\_\_

Address \_\_\_\_\_

BMV Case No. \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

DOB \_\_\_\_\_ License No. \_\_\_\_\_

vs

Bureau of Motor Vehicles, Registrar  
P.O. Box 16520  
Columbus, OH 43266

**APPEAL OF TWELVE POINT SUSPENSION**

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I (the petitioner) have received the "Notice of 12 Point Suspension" letter from the BMV with an effective date of \_\_\_\_\_. I wish to appeal the 12 point suspension for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the alternative, I am requesting limited driving privileges.

I have paid the non-refundable civil filing fee.

\_\_\_\_\_  
Petitioner Signature

cc:     BMV