

The Law Office of D. Cole Phelps, PLLC
DWI To-Do List

1. Complete a substance abuse/DWI assessment by a licensed substance abuse counselor and provide the documentation to my office stating that you have completed the assessment and the recommended treatment.
 - a. Plymouth:
 - i. Longevity Therapeutic Services, 101 Forest Road, Suite B, 791-1130 or 717-3322
 - ii. Dreams, 716 Washington Street, 791-0430
 - b. Washington:
 - i. Dreams, 216 Stewart Parkway, 946-0585
 - c. Williamston:
 - i. Dreams, 118 West Main Street, 809-9010
 - ii. Dove Counseling, 142 West Main Street, 481-2607
 - d. Hertford:
 - i. Broadstreet Counseling, 110 West Market Street, 426-3130
 - e. OR: Where you reside.
2. Complete 24 hours of community service at a non-profit and have the agency provide my office a typed letter on their letterhead that verifies you completed these hours and describes what you did during your volunteering at their agency.
3. If you are a retained client, pay the balance on your account at my office per our fee agreement.
4. If you are a retained or court appointed client, save approximately \$600.00 for court costs and fines.
5. Obtain a character reference letter from a teacher/professor, neighbor, employer, community leader, and/or pastor.

LIMITED DRIVING PRIVILEGE:

If you are eligible for a limited driving privilege based off of my legal advice because you are a Level 3, 4, or 5 and you want to obtain a LDP:

1. Obtain a NC-DL 123 Form from your insurance agent. Call them and ask them to fax it to my office (791-1112). This form is only valid for 30 days.
2. If you are employed, obtain a letter from your employer on their letterhead stating the dates and times that you work.
3. If you are in school, obtain a copy of your school schedule to provide to my office. The Clerk of Court charges \$100.00 to file a LDP.

Please sign and date below indicating that you have read and understand what I have advised you to do.

Client

Date