**INSTRUCTIONS FOR PETITION OFR PRIVILEGES**

**AND/OR APPEAL OF**

**ADMINISTRATIVE LICENSE SUSPENSION**

You may complete the Petition on our website, then print it. You may print out a blank Petition and complete it by hand. Blank Petitions are also available at the Clerk’s Office Civil window. It must be printed on 8 ½ x 11 paper. The Petition must be filed at the Court either by mail or in person.

Follow instructions below:

You are the Petitioner/Appellant. Provide your name, full address, phone number, email address, Ohio Driver License number, and your date of birth. The Respondent information is pre-printed. All petitions must be filled out in either blue or black ink.

Fill in the blanks on the Petition.

1. In paragraph 1, fill in the date on which you were charged and the name of the law enforcement agency (police dept., Ohio State Patrol, etc.) that charged you.
2. In paragraph 2, check whichever box applies. If you are both appealing the suspension and requesting limited driving privileges, check both boxes.
3. At the bottom, sign your name and print your address, phone number, and email.
4. Fill in the blanks on Form A. If you do not know your OVI case number, leave that item blank. The remaining items are self-explanatory.
5. ***Attach written proof of current insurance.***
6. If you will be driving your employer’s vehicle for work, attach a written statement signed by your employer stating that you are permitted to do so.
7. DO NOT FILE THIS FORM IN THE UNDERLYING TRC (i.e., OVI) CASE. YOU MUST COMMENCE A SEPARATE CIVIL FILING.

***FILING FEE IS $117.00***

You will be notified in writing if the case is set for hearing. Hearings are only scheduled on Wednesday and Friday afternoons and are usually set within a few weeks after filing.

TO THE PETITIONER: It is your responsibility to make sure that you have completed the petition properly. If your petition is denied because it is incomplete, you will not receive any refund of your filing fee.

Mail to:

Medina Municipal Court

Driving Privileges

135 N. Elmwood Ave

Medina, OH 44256