

BASIC INSTRUCTIONS FOR SUBMITTING PETITION FOR IGNITION INTERLOCK VEHICLE EXEMPTION

Complete the **Petition for Ignition Interlock Vehicle Exemption**, the top portion (caption) of the **Order for Ignition Interlock Vehicle Exemption**, and the **MV3617, Order for Ignition Interlock Exemptions and Removing Title Transfer Stops**. Also complete the **Confidential Disclosure of Protected Information** (GF-241) by filling in your name and drivers license number in 1.A. where indicated, and then sign and date at the bottom.

If any of your vehicle lists exceed the spaced allowed in the Petition, you may attach an **Addendum to Petition for Ignition Interlock Exemptions** to your petition. Be sure to fill in the case number at the top.

Submit all of the above referenced completed documents to the Clerk of Court, Room 105.

The documents will be forwarded to the judge assigned to your case for review and approval or denial.

After the judge reviews and either approves or denies your Petition, all documents will be sent back down to the Clerk of Court office for processing.

The unit clerk will mail you a copy of the signed Petition and Order.

If the court approves ignition interlock exemption for any motor vehicles listed in your petition and on the MV3617, the Clerk of Court office will fax a copy of the MV3617 to DMV in Madison. You will be mailed a copy of the MV3617, which you can take along when you go to the Motor Vehicle Department to apply for an occupational license or reinstate your license to help expedite the process.

If you have any questions pertaining to this procedure, please feel free to contact one of our traffic clerks at (920)683-4028 or (920)683-4497.