



**Montgomery County Common Pleas Court  
Juvenile Division**

380 West Second Street  
Dayton, Ohio 45422-4240  
(937) 225-4141  
Fax (937) 496-7270

**What you need for driving  
privileges:**

**\* ((All fines and court costs must be paid in full.))\***

**\*For school**, the court would just need the school's name. No proof is needed unless youth attends college or some other program besides high school. In these situations, the court would need a copy of youth's class schedule. (**If attending summer school, a letter from the school is needed.**)

**\*For work**, the court needs a check stub or letter from the employer on letterhead. **We must have the supervisor's name, phone number and the address of where the youth is employed.**

**\*For extracurricular activity**, the court needs a schedule or letter from the

coach/director. We must have the coach/director's name and phone number. Someone must come back down and pick up the youth's privileges. The privileges cannot be mailed, faxed or e-mailed. You can pick up the privileges in the Clerk's office on Mondays, Tuesdays, and Thursdays from 9 AM to NOON or Afternoons by appointment ONLY.

\*We do not prepare any privileges on Wednesdays. If you have any questions please call Ms. Phillips at (937)496-7900.