

# **Juvenile Court Driving Privileges Information:**

**Request In-Person:** Walk-In Hours for the Clerk's Office are held on Mondays, Tuesdays, and Thursdays from 9AM-NOON and 2PM-3:30PM each week. To request an appointment outside of the walk-in hours, please use contact info below to schedule.

**Request Via E-Mail:** Send all information to [traffic.court@mcjcohio.org](mailto:traffic.court@mcjcohio.org)  
Please include Juvenile's name, date of birth, and a description of the requested driving privileges.

To receive privileges, you **MUST**:

- 1) Pay all fines and court costs in full**
- 2) Provide proof of insurance for timeframe of privileges**
- 3) Provide the following paperwork either in person or via email:**

**\*School:** No proof of attendance is needed if the juvenile only drives to/from high school. If the juvenile attends college or some program other than high school, you must provide a copy of juvenile's class schedule. If attending summer school, you must bring a letter from the school.

**\*Work:** A check stub or letter from the employer on company letterhead. In addition to this proof of employment, you must have the supervisor's name & phone number, work schedule, and the address of where the youth is employed.

**\*Extracurricular Activities:** A written schedule or letter on letterhead from the coach/director, with an explanation of the activity. In addition to this proof, you must have the coach/director's name and phone number.

**If you have any questions or to schedule an appointment please  
contact: Traffic Clerk at (937) 496-7900 or  
[traffic.court@mcjcohio.org](mailto:traffic.court@mcjcohio.org)**