

Occupational Drivers License Filing Process
Dallas County Clerks Office

1. Check to make sure that there are three (3) Petitions. 1 original (notarized) and 2 copies of notarized original.
2. Check for three (3) Orders. 1 original and 2 copies.
3. Check for valid insurance I.D. or SR-22. Defendant must be named on the insurance and/or SR-22 (Will be verified by Judge Rust).
4. Check Petition to see if defendant is a Dallas County resident, or if defendant has a pending or recent case in Dallas County courts (no older than one year). If there is already a pending case, assign case to the same court. If there is no pending or recent case, randomly choose a court of assignment.
5. Check Petition for the defendant's date of birth. If it is not on the Petition, ask attorney or check insurance/SR-22.
6. After all documents have been verified, enter case on FORVIS and print CRAM
7. Write case number on all three (3) copies of the Petition(s) and file stamp.
8. Check receipt to verify payment. Attach receipt to documents and return to attorney /defendant.

Occupational Drivers License (AMENDED)

When filing an Amended Occupational Drivers License that is older than 2011, the file jacket must be pulled and sent with the Petitions and the Orders.

The fee for an Amended Occupational Drivers License is \$10.00.