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Article 894

The LA Code of Criminal Procedure, Article 894, paragraph 5, provides that a defendant may petition the Court to set aside any plea for operating a vehicle while intoxicated. Should such a request be made to the Court, the defendant must take the following actions and provide the necessary information required by law:

1. You must have successfully completed all terms of your probation before you can apply for Dismissal of your DWI Offense.
2. You must provide our office with original fingerprints (or a certified copy thereof) from the Bienville Parish Sheriff's Office.
3. You must contact Bienville Parish Court Reporter, Lela L. Griffin, and pay her \$75 to type a transcript of your Boykin rights (LA C.Cr.P. Art. 556.1) which must include your date of birth, social security number and driver's license number. Phone #318/263-7413. **YOU MUST ALLOW HER ONE WEEK TO PROCESS THIS REQUEST!**
4. You must provide the Clerk of Court with a \$50 MONEY ORDER made payable to the Office of Motor Vehicles.
5. You must pay the Clerk of Court a \$50 fee to prepare your record for transfer to all government agencies required to be notified.
6. You must provide a statement signed by your probation officer stating that you have successfully completed all terms of your probation.
7. You must provide an order for an Article 894 Dismissal signed by a judge within the Second Judicial District.
8. You must provide the Clerk of Court with complete addresses of all agencies that are ordered to be notified of said dismissal.
9. You must provide Clerk with your Date of Birth, Social Security Number, Driver License Number, Offense Date & Ticket Number.

The LA Department of Public Safety, Office of Motor Vehicles is the repository for all records required by this law. The Department will not accept a request filed under this Article unless all of the required documents are included.

1. COVER SHEET

Cover Sheet

TRANSMITTAL OF COURT RECORDS

Court ID _____

Court Name: _____

Sender Name: _____

Phone Number: _____

OFFICE OF MOTOR VEHICLES
P.O. BOX 64886
BATON ROUGE, LA 70896



NAME _____

*DATE OF BIRTH: _____

*SS# _____

DRIVERS LICENSE# _____

OFFENSE DATE: _____

DOCKET No: _____

TICKET NO: _____

Documents Attached:

- Original/certified copy of fingerprints
- A \$50.00 money order or certified funds in reference to the above named defendant.
- A certified copy of the court minutes and proof of the requirements as set forth in the code of criminal procedures article 556.1 (Boykin Rights) which include the complete information above for defendant's Date of Birth, Social Security Number, and Driver License Number*.