

BASIC INSTRUCTIONS FOR SUBMITTING PETITION FOR HALF-PRICED IGNITION INTERLOCK DEVICE

Complete the **Petition for Half-Priced Ignition Interlock Device (IID)**, Form TR-305, and the top portion (caption) of the **Order for Half-Priced Ignition Interlock Device (IID)**, Form TR-309.

Submit the Petition and Order to 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 your petition is approved, you will need to present a copy of the signed **Order for Half-Priced Ignition Interlock Device (IID)** to the IID installer to obtain the cost reduction.

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.