

RAMSELL & KUNOWSKI, LLC

DUI CLIENT HANDBOOK

Client FAQ and Court Preparation Guide

Organized by Who, What, When, Where, Why, and How

PLEASE READ THIS ENTIRE HANDBOOK. This handbook is designed to help you understand important court information, DUI evaluations, MDDP/BAIID information, Zoom Court options, driving privilege information, fees, and post-sentencing information. It does not replace your attorney's instructions, any court order, or your written fee agreement.

Quick Start

- WHO: Know the people and offices involved in your case.
- WHAT: Know what you must do, bring, provide, and avoid.
- WHEN: Prepare before court, at court, after sentencing, and for license issues.
- WHERE: Know your courthouse, agencies, evaluation provider, and online resources.
- WHY: Follow instructions carefully to avoid missed deadlines and additional problems.
- HOW: Use the step-by-step instructions in this handbook.
- DUI EVALUATION: All evaluation information is consolidated in Section 7.
- APPENDIX A: Common court date terms.
- APPENDIX B: MDDP and BAIID information.
- APPENDIX C: Active links and online resources.

1. WHO: People and Offices Involved in Your Case

Person or office	Main role
You, the client	Attend court, follow court orders, stay in contact, provide documents, avoid new trouble, track deadlines, and ask questions when unsure.
Your legal team	Review reports, investigate facts, appear in court, advise you about options, prepare the case, and communicate with the prosecutor and court as appropriate.
The judge	Controls the courtroom, sets dates, decides motions, and imposes any sentence or court requirements.
The prosecutor	Represents the government, provides discovery, responds to offers, and presents the government's position.
The Circuit Clerk	Keeps court records, court dates, orders, payment information, and copies of sentencing orders.
Illinois Secretary of State	Handles driving-license suspensions, reinstatement fees, MDDP paperwork, driving abstracts, and BAIID monitoring issues.
DUI evaluation provider	Completes the alcohol/drug evaluation and recommends risk education, intervention, or treatment requirements.
BAIID vendor	Installs, maintains, calibrates, inspects, and downloads the Breath Alcohol Ignition Interlock Device when required.

Who from the firm will appear with me?

Ramsell & Kunowski, LLC works as a team. The attorney you first met may not appear at every routine court date. Status dates, continuances, and other uncontested matters may be handled by another firm attorney so your case can move efficiently. Contested hearings and trials will be handled according to your agreement with the firm and the status of any trial fees owed.

2. WHAT: What You Must Do, Bring, Provide, and Avoid

What should I avoid?

- Do not drink alcohol or use non-prescription drugs the night before court or before a DUI evaluation.
- Do not get a DUI evaluation until your attorney tells you to do so.
- Do not wear jeans or a T-shirt to court. Dress respectfully.
- Do not bring weapons, contraband, cameras, camera phones, or laptops with cameras into a courthouse where prohibited.
- Do not be late. If you are running late, call the office immediately.
- Do not leave the courtroom to look for your attorney unless the judge or your attorney tells you to leave.
- Do not miss court dates or fail to complete court-ordered requirements.
- Do not drive while your license is suspended or without the required MDDP/BAIID.
- Do not tamper with, remove, avoid, or misuse a BAIID device.
- Do not let another person blow into your BAIID device.
- Do not record, photograph, screenshot, livestream, publish, or share court proceedings.

What should I bring to court?

- Your client folder and any court papers the firm gave you.
- A calendar or schedule showing important dates for at least the next 90 days.
- Any documents your attorney specifically told you to bring.
- Proof for special requests, such as travel documents, airline tickets, letters, or death notices.

What information should I give my attorney?

- Current address, phone number, email address, and any charges.
- Court dates, court location, lane markings, street signs, addresses, lighting, or landmarks that may matter to the stop, driving, or field sobriety tests. Take photographs in daylight unless your attorney tells you otherwise.
- Medical records and photos for injuries, medical conditions, medications, balance issues, speech issues, or other facts that may explain what happened.
- Hospital records if you were taken to a hospital.
- Witness names, addresses, phone numbers, and emails as soon as possible.
- Information about an out-of-state driver license, CDL, work vehicle, or employer-owned vehicle.
- Any notice from the Secretary of State, including MDDP, BAIID, suspension, or reinstatement notices.
- Any new tickets, arrests, license letters, or court notices.

3. WHEN: Court, Sentencing, and License Deadlines

Before each court date

- Check your court appearance information through the Circuit Clerk website or court date reminder system.
- Review emails, texts, calls, and voicemails from the firm.
- Prepare your clothing and court papers the day before.
- Plan transportation and parking so you can arrive early.
- For Zoom court, install and test Zoom at least 48 hours before court.

At court

- Go in your assigned courtroom and wait for your attorney to check in with you.
- Be patient. Some dates move quickly; others require waiting.
- Speak respectfully to the judge, court staff, attorneys, and everyone in the courthouse.
- If the judge sets a future date you cannot attend, tell your attorney immediately before leaving court. If you are unavailable on a future court date, your failure to tell your attorney in court when that date is scheduled will result in a \$375.00 rescheduling fee.

After sentencing

- Write down every return date, reporting date, payment deadline, class deadline, and other requirement.
- Do not rely on the court or your attorney to remind you of future court dates. You remain responsible for tracking all dates.
- Your attorney usually does not appear at post-sentence reporting court dates.
- Contact the office immediately if you cannot complete a requirement, violate a condition, receive a new ticket or arrest, or need additional representation.

If you need to travel domestically or internationally during the duration of your case, contact your attorney to discuss if a travel pass is required

You may be prohibited from leaving the state or country while on pretrial release or serving a sentence unless the court gives permission. Tell the firm in court before your case is called if you need permission to travel. Bring documents supporting the request, such as airline tickets, letters, or death notices. A special court appearance for permission by the Court to travel may require an additional fee of \$375.00 under your fee agreement.

4. WHERE: Courthouses, Agencies, and Resources

Court locations, phone numbers, agency information, and online links can change. Confirm current information before relying on it. Appendix C identifies the principal online resources referenced by this handbook.

Office / courthouse	Address
DuPage County Courthouse	505 N. County Farm Rd., Wheaton, IL 60187
Rolling Meadows Courthouse	2121 Euclid Ave., Rolling Meadows, IL 60008
Skokie Courthouse	5600 Old Orchard Rd., Skokie, IL 60077
Kane County Branch Court	530 S. Randall Rd., St. Charles, IL 60174
Aurora Branch Court	1200 E. Indian Trail Rd., Aurora, IL 60505
Kendall County Courthouse	807 John St., Yorkville, IL 60560
McHenry County Courthouse	2200 N. Seminary Ave., Woodstock, IL 60098
Will County Courthouse	100 W. Jefferson St., Joliet, IL 60432
DeKalb County Courthouse	133 W. State St., Sycamore, IL 60178
Bolingbrook Courthouse	1200 S. Frontage Rd., Bolingbrook, IL 60440
Bridgeview Courthouse	10220 S. 76th Ave., Bridgeview, IL 60455
Boone County Courthouse	601 N. Main St., Belvidere, IL 61008
Kane County Judicial Center	37W777 State Route 38, St. Charles, IL 60175
Maywood Courthouse	1500 Maybrook Drive, Maywood, IL 60153
Elgin Branch Court	150 Dexter Ct., Elgin, IL 60120

5. WHY: Why These Instructions Matter

- Missing court can create a warrant, a new court date, additional legal work, and additional fees.
- New tickets or arrests can affect negotiations, pretrial release conditions, court supervision, sentencing, or a petition to revoke.
- Updated contact information protects you because court notices, Secretary of State letters, and firm communications may arrive by mail, email, or phone.
- DUI evaluations can affect case resolution, sentencing, and future license issues. Accuracy and consistency matter.
- MDDP and BAIID rules are strict. Violations can extend a suspension, cancel a permit, create additional costs, or lead to other consequences.
- Driving before the Secretary of State processes a rescission or reinstatement is risky. A court order alone does not necessarily mean your driving record has already been updated.
- Deadlines are difficult to change. Court dates, filing waivers, evaluation appointments, and license issues may require extra steps and additional appearances.

6. HOW: Step-by-Step Instructions

How to communicate with the firm

- Check your email regularly. The firm may send important updates by email.
- Keep your phone voicemail set up and able to receive messages and texts.
- Call the office if your address, phone number, or email changes.
- Call the office at (630) 665-8780 if you are running late, have an emergency, receive a new ticket or arrest, have a license notice, BAIID notice, or court notice.
- Zelle payments may be sent to info@dialdui.com. Ask the office if you have questions about payment or your balance.

How to prepare for in-person court

1. The day before court, review the date, time, courthouse, courtroom, and transportation plan.
2. Gather your client folder, court papers, and schedule for the next 90 days.
3. Choose respectful clothing. Business clothing is best.
4. Leave early enough for traffic, parking, security, and finding the courtroom.
5. Wait in the courtroom until your attorney or the judge tells you what to do.
6. Before leaving court, confirm your next date and any homework or deadlines.

How to prepare for Zoom court

Set up Zoom early. Install and practice Zoom at least 48 hours before court. Join about 15 minutes early and be prepared to wait until your case is called.

- Use a computer, laptop, smartphone, or tablet with a camera, microphone, and stable internet.
- Install Zoom from the App Store, Play Store, or zoom.us.
- Create a Zoom account with your email address and password.
- Use your full name exactly as it appears in your case and include your case number if instructed.
- Stay muted until it is your turn to speak. Speak clearly and do not interrupt.
- Use a quiet location, respectful clothing, and an appropriate background.
- Do not join from a moving vehicle. It is illegal to operate a vehicle while using Zoom.
- Do not record, screenshot, photograph, publish, broadcast, or share the proceeding.

7. DUI EVALUATION: Complete Guide

WAIT FOR ATTORNEY INSTRUCTION. Do not obtain a DUI evaluation until the firm tells you to do so. Once instructed, schedule it as soon as possible because appointments may be delayed.

What is a DUI evaluation?

A DUI evaluation is an alcohol and drug evaluation used in Illinois DUI matters. An evaluation may be required before sentencing on a DUI offense and may also be relevant to restricted or full driving privileges through the Secretary of State. The purpose is to assess alcohol and/or drug use and the associated risk to public safety.

What does the evaluator review?

- Your driving history.
- Chemical test results, such as breath, blood, or urine results.
- Any prior DUI evaluation reports.
- An interview concerning past and current alcohol or drug use, especially as it relates to driving.
- Other corroborating information when applicable.

Why accuracy and consistency matter

The evaluator compares your answers with other records. If the evaluator sees inconsistencies that are not resolved, the evaluation may be questioned or may need to be repeated. Answer carefully, truthfully, and consistently.

Risk classifications and minimum recommendations

Classification	Minimum recommendation described in supplied DHS material
Minimal Risk	Minimum 10 hours of DUI Risk Education.
Moderate Risk	Minimum 10 hours of DUI Risk Education plus 12 hours of early intervention over at least four weeks, with continuing-care participation if recommended.
Significant Risk	Minimum 10 hours of DUI Risk Education plus 20 hours of substance-abuse treatment, followed by continuing-care participation.
High Risk	Minimum 75 hours of substance-abuse treatment, followed by continuing-care participation.

The court ultimately determines what recommendations, if any, become part of a DUI sentence. For Secretary of State matters, the evaluation recommendations must be completed.

How to schedule and prepare

7. Wait for the firm to tell you it is time to schedule the evaluation.
8. Schedule with the correct provider for your county. DuPage County evaluations are handled through the DuPage County Court Services Department / DUI Evaluation Unit. Cook County evaluations are handled through Court Services. Other counties require a county-approved or state-licensed provider.
9. Gather your Notice of Summary Suspension/Revocation, also called the Sworn Report, and any police or breathalyzer documentation the provider requests. Also obtain a Court Purposes Driving Abstract. The original handbook lists a \$21.00 cost; verify the current fee before paying.
10. Ask the provider for information regarding the fee, what forms are required, and the accepted methods of payment.
11. Bring a list of prescription and over-the-counter medications if requested by the provider.
12. If the provider requires a friend or family member to be interviewed, confirm that requirement when scheduling.
13. Tell the firm your evaluation date.
14. Call the firm 1 to 2 days before the evaluation so you can discuss the process and make sure you are prepared.
15. Begin classes or treatment when instructed. Starting early may help your case and any future Secretary of State hearing.

Important DuPage County evaluation notes

- The evaluation process can take approximately 1 to 2 hours.
- Do not consume alcohol or illegal/illicit drugs within 24 hours of the appointment. The supplied DuPage sheet warns that an appointment may be terminated if use is suspected.
- Cancellation and rescheduling rules can create additional fees. Confirm the provider's current policy when scheduling.
- If you need an interpreter, tell the provider in advance so arrangements can be made.
- Reduced-fee or indigent options may be available based on ability to pay. Ask the provider for current requirements and documentation.

8. Fees, Payments, Orders, and Special Requests

How legal fees and payments work

Your written fee agreement controls. The following is only a summary of common categories of fees and payment issues.

Fee/payment topic	Explanation
Initial flat fee	Covers pre-trial investigation and work needed to try to resolve the case before the trial or motions phase, such as report review, client interviews and calls, and needed court appearances.
Separate costs	Investigators, transcripts, medical records, filing fees, expert fees, and similar costs are not included in the retainer and may be billed separately.
Trial phase fee	If the decision is made to fight the case through motions, hearings, additional plea negotiations, or trial work, an additional trial phase fee is applied under the agreement. This fee represents the cost of the additional court appearances, motions, hearing, and/or Motions in Limine, etc. A trial phase fee is not refundable simply because an actual trial did not occur. Many times, it is our reputation alone, coupled with additional trial phase appearances and work that will cause the case to end without a trial, and the trial fee is intended to reflect our reputation's value. Thus, the trial fee is earned when we finish the investigative phase, and begin appearing for motions, trials, additional plea-bargaining, etc.
Trial fee due date	The trial fee is due in full on or before the first date the case is set for trial. If not paid, the firm may seek a continuance or discontinue further services as allowed. If it is not paid in full at that time, the firm reserves the right to continue the case until the fee is paid in full or to discontinue further services. If we withdraw due to a failure to pay, you will still be responsible for paying for all the labor performed up to that date, including any trial phase fees as described above.
Appeals	Appeals and appellate work are not included unless your agreement says so in writing. Appeals require additional fees.
Accepted payment methods	Visa, Mastercard, Discover, American Express, money orders, cashier's checks, Zelle, PayPal, and cash. Get a receipt for cash payments.
Checks	A personal check may be accepted at the beginning of a case, but not on the last court date. Third-party checks are not accepted.
Card, Zelle, and PayPal	Call (630) 665-8780 for credit or debit card payments. Zelle payments may be sent to Info@dialdui.com. The PayPal link is on the firm website.

How to request reduced court assessments

- Review the Application for Waiver of Criminal Court Assessments and instructions.
- Gather proof of public benefits, income, expenses, assets, and other information the form requests.
- Complete the form carefully and ask your attorney before filing if you have questions.
- The court-approved instructions identify deadlines and procedures for seeking a waiver or reduction. The application must be filed no later than 30 days after the sentencing date. Earlier is recommended.

How to get copies of orders, transcripts, or your file

- The Circuit Clerk usually gives you copies of orders when they are processed. Attorneys do not automatically receive copies of every order.
- For additional orders or court papers, contact the Clerk's Office directly.
- For transcripts, contact the court reporter's office. Transcript costs are generally paid directly to the reporter unless the firm has already obtained a copy.
- The firm can make your client file available for in-person review during regular business hours with reasonable notice. Copying, large-file copying, or copy-service costs may be charged.

Appendix A: Common Court Date Terms

Term	Meaning
Status date	A court date where the attorneys update the judge about the case, discovery, documents, and next steps. You usually must be present unless excused.
Summary suspension hearing	A hearing where your attorney may challenge the statutory summary suspension connected to the DUI arrest. The goal may be to rescind the suspension, but no result is guaranteed.
Motion or hearing date	A court date where attorneys ask the judge to decide a specific legal issue.
Trial date	A date set for trial. Trial dates can be continued for scheduling reasons, including witness, officer, or judge availability.
Sentencing	A date when the judge imposes consequences, requirements, fines, or costs.
Return date or reporting date	A date after sentencing when you must show the court that required items are completed.
Petition to Revoke (PTR)	A request asking the court to revoke supervision or another sentence because of a new arrest, new charge, or failure to follow court orders.

Appendix B: MDDP and BAID Information

IMPORTANT. MDDP and BAID rules are administered through the Illinois Secretary of State and can change. Follow the instructions in your Secretary of State paperwork and your attorney's advice. Do not drive during a suspension unless you are legally authorized to do so.

What is an MDDP?

A Monitoring Device Driving Permit (MDDP) may allow an eligible first-offender client to drive during a statutory summary suspension. The permit requires a Breath Alcohol Ignition Interlock Device (BAID) on each vehicle the person intends to drive, subject to applicable rules and exemptions.

What is a BAID?

A BAID is a Breath Alcohol Ignition Interlock Device installed in a vehicle. You must provide a breath sample to start the vehicle, and the device may require additional running retests while the vehicle is being driven.

Who may be eligible for an MDDP?

- MDDP eligibility generally for a first-offender statutory summary suspension.
- The client generally must be at least 18 years old and have a valid driver's license.
- Certain prior DUI-related events, injury cases, or other disqualifying circumstances can affect eligibility.
- CDL holders may have special restrictions. An MDDP does not authorize operation of a commercial vehicle.

How do I obtain an MDDP?

16. After a DUI arrest, the Secretary of State sends information showing when the suspension begins and how long it lasts.
17. The Secretary of State may mail an MDDP application and information about costs.
18. Wait to send paperwork until your attorney advises you to do so.
19. After the Secretary of State reviews the paperwork and receives any required payment, it may issue the MDDP.
20. After receiving the MDDP, follow the Secretary of State deadline for installing the BAID.
21. If you need to drive an employer-owned vehicle only for work, ask your attorney whether a work exemption may apply. Typically, an exemption is not available for a self-employed person or a business owned by a family member.

Costs and maintenance

You are responsible for BAID-related costs unless the Secretary of State determines that you qualify for assistance. Costs vary by vendor and vehicle. The BAID requires Installation, monthly rental, monitoring, calibration, and de-installation charges. Confirm current charges with the vendor and Secretary of State before relying on any amount.

Cost item	Original handbook amount / explanation
Installation / vendor costs	Average of \$100; costs can vary by vehicle type.
Monthly BAID rental	About \$100 per month paid to the vendor for the suspension period.
Monthly monitoring fee	\$30 per month paid to the Secretary of State before the MDDP is issued; paid upfront and non-refundable even if the suspension is later rescinded.
Calibration	About \$30 to \$40 every 30 to 60 days.
De-installation	A vendor fee may be charged to remove the BAID; pricing varies.

- Return the vehicle to the vendor every 30 to 60 days, or as directed, for inspection and data download.
- Have the device calibrated as required by the vendor and Secretary of State.

- Before the suspension ends, contact the Secretary of State regarding any reinstatement fee and confirm that your driving privileges have actually been restored.
- Until reinstatement has been processed, remain suspended even if the suspension period appears to have ended.

Which vehicle needs the BAIID?

The BAIID should be installed on any vehicle you intend to drive under an MDDP. Driving a vehicle without the required BAIID can have serious consequences. If you transfer the device to another vehicle, vendor removal and reinstallation fees may apply.

BAIID violations

- Tampering or attempting to tamper with the BAIID.
- 10 or more unsuccessful starts within a 30-day period.
- 5 or more unsuccessful starts within a 24-hour period.
- A BAC reading of .05 or more.
- Failing a running retest or failing to take a running retest.
- Removing the BAIID device without authorization.
- Failing to submit a timely monitoring report.

What if I get a violation or false positive?

Record it immediately. Keep a journal in the car. Write down the date, time, location, what happened, and any possible cause. Contact your attorney immediately. Do not contact the vendor or the Secretary of State until after speaking with your attorney. A confirmed violation may be used against you in court or by the Secretary of State.

Some substances may contribute to false-positive readings, including paint thinner, lacquer, household chemicals, nail polish/remover, cough medicine, mouthwash, perfume/cologne, and some non-alcoholic products. Follow the vendor's directions, wait when instructed, and document any unusual event.

How can an MDDP be cancelled?

- Driving while your license is suspended or revoked.
- Fleeing or eluding police.
- Leaving the scene of an accident.
- Driving recklessly or street racing.
- Receiving a conviction or court supervision for certain alcohol/drug and motor-vehicle offenses.
- Driving a vehicle not equipped with the required BAIID.
- Soliciting another person to blow into your BAIID.

Do I have to obtain an MDDP?

An eligible person may opt out of an MDDP. However, driving during the suspension without legal authorization can carry severe consequences. Discuss this decision with your attorney before acting.

What if my DUI case is dismissed or I am found not guilty?

The statutory summary suspension is separate from the criminal DUI case. A favorable result in the criminal case does not automatically end the suspension. If the suspension is rescinded, confirm that the Secretary of State has processed the rescission before driving without the permit or BAIID.

Appendix C: Active Links and Online Resources

The links below are inserted as active hyperlinks.

Firm, payment, and email

- Firm website / PayPal payment link location: [Open link](#)
- Zelle or general email: Info@dialdui.com

Secretary of State, abstracts, MDDP, and BAID

- Secretary of State reinstatement fee page: [Open link](#)
- Driving record abstract page: [Open link](#)
- BAID certified vendors: [Open link](#)
- BAID information page: [Open link](#)

Court date lookup

- DuPage County Clerk of Circuit Court: [Open link](#)
- DeKalb County Clerk of Circuit Court: [Open link](#)
- Cook County Clerk of Circuit Court: [Open link](#)
- Kane County Clerk of Circuit Court: [Open link](#)
- Kendall County Clerk of Circuit Court: [Open link](#)
- McHenry County Clerk of Circuit Court: [Open link](#)
- Will County Clerk of Circuit Court: [Open link](#)
- Boone County Clerk of Circuit Court: [Open link](#)

Court fines and costs payments

- DuPage County payments: [Open link](#)
- Kane County payments: [Open link](#)
- Cook County payments: [Open link](#)
- Kendall County payments: [Open link](#)
- McHenry County payments: [Open link](#)
- Will County payments: [Open link](#)
- DeKalb County payments: [Open link](#)
- Boone County payments: [Open link](#)

Court date reminders

- DuPage County reminders: [Open link](#)
- McHenry County reminders: [Open link](#)
- Kane County reminders: [Open link](#)
- Will County reminders: [Open link](#)
- Cook County reminders: [Open link](#)
- DeKalb County reminders: [Open link](#)
- Kendall County reminders: [Open link](#)

Zoom and remote appearances

- Zoom download: [Open link](#)
- Cook County - Skokie Zoom information: [Open link](#)
- Cook County - Rolling Meadows Zoom information: [Open link](#)
- Cook County - Maywood Zoom information: [Open link](#)
- Cook County - Bridgeview Zoom information: [Open link](#)
- DuPage County courthouse / remote appearance information: [Open link](#)
- Kane County streaming directory: [Open link](#)
- DeKalb County courtroom livestream: [Open link](#)
- Kendall County remote court appearances: [Open link](#)
- McHenry County remote appearance options: [Open link](#)
- Boone County remote appearance options: [Open link](#)

DUI evaluation and waiver forms

- Lighthouse Recovery: [Open link](#)
- Illinois Courts approved circuit forms: [Open link](#)
- Illinois Legal Aid fee waiver information: [Open link](#)

Client receipt

I acknowledge that I read and received a copy of the DUI Client Handbook.

CLIENT NAME: _____ DATE: _____

CLIENT SIGNATURE: _____