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BEXAR COUNTY CLIENT WORKSHEET

DWI Charge: First Steps Worksheet

A worksheet to record the facts of a Texas DWI charge and the deadlines that come with it, so the right steps happen on time.

Your case at a glance

DATE AND TIME OF ARREST	COUNTY AND COURT, IF KNOWN
ARRESTING AGENCY AND OFFICER	CAUSE OR CASE NUMBER, IF ANY
OUT ON BOND? LIST EVERY CONDITION	NEXT COURT DATE, IF ANY

The license clock: the 15-day deadline

A Texas DWI arrest can lead to a driver license suspension through a separate civil process called Administrative License Revocation, which is not the same as the criminal case.^[1] The law gives a

person 15 days from the date the notice of suspension is served to request an ALR hearing, whether a breath or blood test was failed or refused.^{[2][3]} If no request is made in time, the suspension takes effect on the 40th day after the notice.^{[1][4]}

DATE THE NOTICE OF SUSPENSION WAS SERVED

THE 15-DAY DEADLINE (COUNT FROM THE NOTICE DATE)

WAS A BREATH OR BLOOD TEST TAKEN, REFUSED, OR NOT OFFERED?

DATE THE ALR HEARING WAS REQUESTED

What the charge means

Texas law defines intoxication and the offense of driving while intoxicated.^[5] Prior convictions and certain facts can raise the level of the offense and its penalties.^[6] Recording the specifics now helps the defense review them carefully.

ANY PRIOR DWI OR ALCOHOL-RELATED MATTER (YEAR AND COUNTY)

ANYTHING REPORTED ABOUT A TEST RESULT OR REFUSAL

What happened, in your own words

Write what is remembered while it is fresh, from before the stop through release. What is shared with the firm in confidence is protected.^[7]

Bring these to your meeting

- The notice of suspension and any DIC-25 paperwork received

- Any breath or blood test paperwork or results
- The citation, bond paperwork, and every bond condition
- Any police report or affidavit that was provided
- A photo ID and the cause or case number
- Names and contact information for any witnesses

Questions for Forrest Good

Write the questions to be answered, so nothing gets forgotten at the meeting.

Know where you stand

A person charged with a crime has the right to a lawyer.^{[8][9]} A person is presumed innocent, and the State must prove every element of the charge beyond a reasonable doubt.^[10] Any Texas attorney's license and standing can be confirmed through the State Bar of Texas.^[11]

Sources

1. Texas Department of Public Safety, Administrative License Revocation (ALR) Program [\[source\]](#)
2. Tex. Transp. Code Sec. 524.031 (hearing request after a failed test; 15-day period after notice) [\[source\]](#)
3. Tex. Transp. Code Sec. 724.041 (hearing request after a refusal; 15-day period after notice) [\[source\]](#)
4. Tex. Transp. Code Sec. 524.012 (suspension takes effect on the 40th day if no hearing is requested) [\[source\]](#)
5. Tex. Penal Code Sec. 49.04 (driving while intoxicated); Sec. 49.01 (definitions) [\[source\]](#)
6. Tex. Penal Code Sec. 49.09 (enhanced offenses and penalties) [\[source\]](#)
7. Tex. Disciplinary Rules Prof'l Conduct R. 1.05 (confidentiality of client information) [\[source\]](#)

8. U.S. Const. amend. VI (right to the assistance of counsel) [\[source\]](#)
9. Tex. Code Crim. Proc. art. 1.051 (right to representation by counsel) [\[source\]](#)
10. Tex. Penal Code Sec. 2.01 (presumption of innocence; proof beyond a reasonable doubt) [\[source\]](#)
11. State Bar of Texas, Find a Lawyer (verify an attorney's license and standing) [\[source\]](#)

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