|  |  |  |
| --- | --- | --- |
|  | **[Name]**  **[Address]** |  |
|  | | |

*Via Facsimile*

**[DATE]**

Department of Motor Vehicles  
Licensing Operations Division  
Driver Safety Branch  
**[address of Driver Safety Office]**

**Re: [Name]**

**Date of Arrest: [Date]**

**Date of Birth: [DOB]**

To whom it may concern:

My driver’s license was confiscated by the **[\_\_\_\_\_\_\_ Police Department/California Highway Patrol/Park Police]** on [**Date of Arrest**] for alleged violation of the California Vehicle Code. I hereby request an *in-person* hearing to contest this allegation. Pursuant to California Code of Regulations, Title 13, section 115.07, subdivision (b) and California Government Code section 11440.30, subdivision (b), I object to the Department of Motor Vehicles (“DMV,” or the “Department”) calling any of its witnesses by telephone, television, or other electronic means.

I further request that the automatic suspension be stayed pending the hearing. Consider this letter a formal discovery request for all documents held by the DMV relating to my driving record, whether or not such documents will be considered at the hearing. I specifically demand that the DMV produce any so-called “go-back” forms and any other communication between the Department and law enforcement regarding this licensee or this hearing. Discovery shall be sent directly to me at the address above.

Please contact me at [**phone number**] in order to find a date for the hearing. I realize you must manage great number of hearings for several hearing officers in different cities, and I appreciate the amount of work this scheduling takes. I have a demanding schedule as well and would be grateful if you would contact my office before scheduling any of my hearings. Thank you in advance.

Very truly yours,

**[Name]**