



**EIGHTEENTH JUDICIAL CIRCUIT COURT
DEPARTMENT OF PROBATION & COURT SERVICES
DUI EVALUATION UNIT
DUPAGE COUNTY, ILLINOIS**

GUIDELINES RELATED TO DUI EVALUATION PAYMENTS

- You are expected to pay the evaluation fee in full at the time services are rendered.
- If you are unable to pay the full amount, bring the following supporting documents to see if you qualify for a reduced fee.

1. Current year's Illinois State Income Tax Filing.

- *If there has been any change to your income or dependent status since the last filing, or if you have never filed a tax return you must provide a notarized document attesting to your current financial status.*
- *You may also access the Social Security Administration website to get a complete record of your reported annual income at www.SSA.gov*

2. ALL current year's W-2's filed with that Illinois State Income Tax Filing.

3. An Illinois driver's license or Illinois State ID card.

4. The last three (3) pay stubs from your current/last employer(s).

5. Last month's bank statement.

6. Proof of any financial aid being provided. *This may include, but is not limited to unemployment security documentation, pension information, retirement information, paycheck stubs, SSI/SSDI/ Medicaid IDHFS recipient (ID card and aware letter)*

- To avoid being rescheduled, be prepared to pay the full fee in the event your documentation is insufficient to support a lesser fee.
- You may pay for your evaluation fees online. The steps to pay for your evaluation online are on the reverse side of this page.

PAYING YOUR DUI EVALUATION FEE ONLINE:

Please use the following steps to pay for your DUI Evaluation Online.

Go to <https://epay.18thjudicial.org/Clerk/home.do>

Click on option #2 to pay the **Balance Due**.

- 1) Use **Query by Case Number** and enter your case number: _____ and click "search".
- 2) Click: "Make Payment".
- 3) Choose **Pay Individual Fees** and enter \$225 in the DUI Eval Fee payment box. Click "submit".
- 4) Follow the steps to enter your credit or debit card information. Click "submit".

Once the payment has been processed, please print out a copy of your receipt and bring it with you to your appointment.

Procedures for Obtaining Social Security Wage History

Social Security Wage History Summaries are again being mailed and can also be requested online. The Social Security website is www.socialsecurity.gov or www.ssa.gov for short. You must sign in or follow the instruction to create an account to request a wage history.

A summary of Social Security Wage History can also be obtained by going, in person, to a local Social Security office. There should be no charge for obtaining this information. This information will only be provided to the wage earner and should be printed for them immediately. No appointment is necessary.

The website will also provide locations of local offices or call (800) 772-1213 for assistance in locating the closest office. When going to the office in person, identification is required. The following forms are acceptable:

- Driver's License
- State Identification
- US Passport

Ask for an **SEQY printout**. (SEQY- Summary Earnings Query)

If the office is hesitant to provide the SEQY, ask that they consult the Social Security procedures manual Section GN 03311.005 F.2.a. which says,

...if an individual wants his/her earnings record immediately and cannot wait for a Personal Earnings and Benefit Estimate Statement (PEBES), release of the SEQY, DEQY, PEBES Online Output or any other online earnings queries to which the FO has access.

Section GN 03340.010 B.2. indicates that there is to be no charge to,

... furnish information in response to any request for a Summary Statement of Earnings or Yearly Totals regardless of the purpose for which the information is needed.