

# **DUI Non-Adjudication: Step-by-Step Process**

## **Step 1: Plea & Entry into Program**

- Defendant pleads guilty in open court.
- Defendant signs the Non-Adjudication Order and Waiver in front of the judge.
- Judge withholds acceptance of the guilty plea and allows participation in the DUI Non-Adjudication Program.
- Clerk sets a compliance date (deadline for all requirements).
- At this stage, the defendant is **“Pending Non-Adjudication.”**

## **Step 2: Clerk’s Initial Reporting Duties**

- Clerk sends to **DPS**:
  - Abstract of Court Record
  - Certified copy of Non-Adjudication Order
  - Certified copy of Commissioner’s ticket

## **Step 3: Compliance Period**

- Defendant completes all program requirements (class, fines, etc.) by the compliance date.

## **Step 4: Final Order of Non-Adjudication**

- Judge reviews proof of program completion (abstract)
- Judge signs a **Final Order of Non-Adjudication.**

## **Step 5: Clerk’s Final Reporting Duties**

- Clerk updates **DPS** with:
  - Certified copy of the Final Order of Non-Adjudication
  - Updated Abstract
- **DPS** updates:
  - Driver record
  - Non-Adjudication Registry

At this point the DUI is **“finally non-adjudicated.”** It will show on the **SONAR.**

## **Step 6: Criminal History / Fingerprints**

- On the criminal history side, the clerk sends the **ATN sheet** to **CIC** showing a Non-Adjudication disposition.

## **Step 7: Expungement Option**

- Defendant may later file a **Petition for Expungement.**
- Upon court order, the case is removed from public record as provided by statute.