**[DUI Referral Letter to Former Clients, With Glove Box Guide]**

[Client Name

Street Address

City, State Zip]

Dear [Former Client],

Greetings! I hope this finds you well.

I’m writing today to pass along some valuable information.

As many of my clients and former clients have learned the hard way, when you are pulled over on suspicion of drunken driving, your actions during your encounter with the police can make or break your case. With that in mind, I’ve created a Glove Box Guide, titled: **DOs and DON’Ts of a DUI Traffic Stop**.

The Guide outlines precisely what you should, and should not, do when you are stopped by the police on suspicion of DUI. Even if you think you know the drill, it can be hard to stay calm and keep your wits about you when you see those blue lights flashing in your rear-view mirror. Keep the Guide in your glove box. Hopefully, you’ll never need to refer to it, but surely, “An ounce of prevention is worth a pound of cure.”

If you have questions about the Glove Box Guide, please call me. You can always reach me at [xxx-xxx-xxxx]. Likewise, if you have questions about a different legal matter, call me. Even if that matter is outside my area of expertise, I may know another lawyer who can help you.

Best regards,

Attorney

P.S. I’ve enclosed [5 copies] of the Glove Box Guide, so you will have at least one for every vehicle you drive. Please feel free to distribute the rest to your friends or relatives. If you would like additional copies, just call my assistant, [\_\_\_\_\_], at [xxx-xxx-xxxx], and we’ll have some printed up for you.

**[Enclosure – being designed, will be provided as PDF]**

**Glove Box Guide:**

**DOs and DON’Ts of a DUI Traffic Stop**

**Prepared by**

***[Attorney]***

***[Address, phone, email]***

This is a summary of what to do and what *not* to do if you are pulled over on suspicion of drunken driving. Keep this in your glove box, so you will have it handy, should you ever need it.

**If you are stopped on suspicion of DUI**:

**DO pull over to the right side of the road, in a safe and controlled manner.** Put on your turn signal so the officer knows you are cooperating, and find a safe place to stop. Turn off your engine and, if it is dark outside, turn on the interior light. Roll down the window, and keep your hands on top of the steering wheel where the officer can see them.

**DO remain calm.** If you take a rude or hostile tone with the officer, you are much more likely to be arrested than if you remain calm and cooperate with the officer.

**DO give the officer your driver’s license, registration, and proof of insurance when he asks for them.** Make sure these documents are always readily accessible. The longer it takes you to find them, the more likely the officer is to conclude that your difficulty in locating them is directly related to your level of intoxication.

**DO say as little as possible.** The officer may ask you questions, such as:

* Do you know why I stopped you?
* Where are you going?
* What have you been doing tonight?
* Have you been drinking?

You are required to identify yourself to the officer, but you are not required to answer any other questions. In fact, you have a constitutional right to remain silent and not say anything that might incriminate you. Using a respectful tone, tell the officer, “I am not going to answer that question. I am invoking my right to remain silent.”

**DO choose a breath test over a blood test.** If you are given a choice between a breath test and a blood test, choose the breath test. Blood tests are more accurate and, thus, harder to attack in court.

**DON’T start rummaging through the glove box looking for your registration or other documents before the officer reaches your vehicle.** The officer might mistake your actions for an attempt to hide something or, worse, to locate a weapon.

**DON’T get out of the car unless you are instructed to do so.** If the officer asks you to exit your vehicle, do so, and close the door behind you. Otherwise, stay put. If you get out of the car on your own, the officer will assume that you are a danger to him or that you are trying to hide something in the car. Either way, you are asking for trouble.

**DON’T consent to a search.** Under certain circumstances, the police may search your person, your car, and your purse, backpack, or other bag, without a warrant and without your consent. However, if the officer asks for permission to search, this means he has no other legal grounds to justify the search. Always say, “No.”

**DON’T agree to take field sobriety tests.** Field sobriety tests (e.g., walk the line; touch your finger to your nose) are difficult to pass under the best of circumstances. These tests are voluntary, and you cannot be punished for refusing them. You will, though, be penalized if you fail them. A poor performance on these tests is all the probable cause an officer needs to arrest you.