**Washtenaw County Mental Health Treatment Court**

**Referral / Transfer Process**

A defendant must have plead, or be eligible to plead, guilty or no contest to a misdemeanor. Referrals will be reviewed, and if appropriate, defendants will be interviewed and scheduled for a mental health assessment. Admission to the Mental Health Treatment Court (MHTC) is at the Court’s discretion, with certain offenses prohibited.

* The MHTC process begins with:
  + A **MHTC Referral Form** (attached) completed and signed by the referring judge and referring prosecutor. The form should then be emailed or faxed to the MHTC Coordinator - [PGraveline@a2gov.org](mailto:PGraveline@a2gov.org) or fax (734) 794-6762. The screening process cannot begin until the completed form is received.
  + After the form is forwarded, the **defendant** must contact the 15th District Court Probation Department (734) 794-6761 extension “0”, to arrange an intake interview to provide the information necessary to determine legal eligibility.
* At the time of the interview, relevant information will be gathered by the probation agent to determine legal eligibility for the MHTC. An **Agreement to Participate** and **Participant Handbook** will be reviewed with the defendant and copies given to them to assist them with understanding the requirements of the MHTC.
* The defendant will be asked to sign a **Multi-Party Release of Information** covering the MHTC Team and associated agencies and any other relevant releases for specific agencies or individuals.
  + If the defendant is eligible for MHTC, they will be given Community Mental Health (CMH) contact information to arrange a mental health assessment. CMH will notify the MHTC of their recommendation for the defendant’s participation with the Court.
  + If legal and mental health eligibility requirements are met, the defendant will be instructed to attend and observe an upcoming MHTC docket so that the defendant will have an opportunity to see the operation of the MHTC and to ask questions. They will be provided with dates for upcoming sessions. This is a requirement.
* When a determination of acceptance or denial is made the referring court, the referring prosecutor, and the defense attorney will be notified. If recommended for acceptance, an **Agreement to Participate and Participant** Handbook will be sent to the defense attorney for review with their client to ensure that the defendant understands the requirements of the MHTC. Once the signed (by client and attorney) agreement has been returned to the MHTC Coordinator (see fax or email note above), the MHTC docket observation has been completed, and all necessary information has been received, an entry date will be determined and the appropriate parties notified.
* When a defendant is referred by a court other than the 15th District Court, the defense attorney will be sent the **PSC Memorandum of Understanding Transfer of Jurisdiction (MOU)** and be responsible for having it signed by the transferring court as indicated and forwarded to the MHTC Coordinator.
* Please contact the MHTC Coordinator (734) 794-6761 x47542 with any questions.