

MENTAL HEALTH COURT APPLICATION CHECKLIST

☐ **Conditional Approval.**

Obtain conditional approval from the Prosecutor before submitting application. Conditional approval means the prosecutor agrees the charge is appropriate for Mental Health Court, and any involved victims have been contacted. This is not prosecutorial consent for entry into Mental Health Court under RCW 2.30. The Prosecutor still may reject the applicant if after further evaluation it is determined the applicant does not satisfy all the prosecution criteria for entry. These criteria can be found in the Snohomish County Prosecution Charging and Disposition Standards section 7.02.

- *Michelle Rutherford, Mental Health Court Prosecutor*
- *Contact: (425) 388-3823*

☐ **Mental Health Evaluation.**

Client must complete a mental health evaluation. To qualify for Mental Health Court, the client must meet criteria for a serious mental illness and have insurance and/or ability to pay for treatment.

☐ **Substance Use Disorder Evaluation.**

Client must complete a substance use disorder evaluation.

☐ **Application.**

Complete Mental Health Court application. It is recommended that applicants complete both a substance use disorder assessment and a mental health assessment prior to submitting their application and beginning the observation process, but this is not required.

- Upon completion of the application, contact the trial prosecutor to request a Mental Health Court continuance at the upcoming court date. That continuance will set a first observation date for your client to attend Mental Health Court and schedule their screening appointment with the Specialty Court Officer. This continuance will strike future pretrial or omnibus hearing dates and set the trial date as noted in this continuance form.
- You may submit the application for your client by faxing it to the Mental Health Court Coordinator at (425) 388-6397 or by emailing it to the Mental Health Court designated defense counsel, Amanda Filteau at afilteau@snocopda.org. You may contact Ms. Filteau with any questions regarding this process at any time. It is recommended you not email the application and assessments to the prosecutor or other court personnel as that email may not be HIPAA compliant.
- At the first observation hearing, client will sign for their next four court dates in Mental Health Court. Your client will be expected to attend every Tuesday at 10:30 AM for the following four weeks to complete the observation and intake process or until your client is ready to stipulate into Mental Health Court.

❑ **Screening Appointment.**

Make appointment for a screening appointment with the Specialty Court Officer. This appointment may take up to two hours. The Specialty Court Officer will assess the client's level of risk and need and will answer questions about the Mental Health Court policies and procedures. In order to schedule the screening appointment, the mental health assessment must be completed and filed with Mental Health Court. In order to proceed to a potential stipulation, both the substance use disorder and mental health assessments must be filed with Mental Health Court.

- *Rebecca Partington, Specialty Court Officer*
- *Contact: (425) 262-2439 or Rebecca.Partington@snoco.org*

❑ **Other Requirements.**

Occasionally, the team may require additional terms before acceptance into the Mental Health Court program. This may include anger management or domestic violence assessments, quashing outstanding warrants, or completing outstanding sentences for other jurisdictions.

❑ **Mental Health Court Team Review.**

The Mental Health Court team discusses all aspects of the client's application and obtains final approval from the Prosecutor under RCW 2.30. If the client is accepted, the stipulations for Mental Health Court will proceed at the next scheduled Tuesday court date.