

## ***Vigo County Veterans Treatment Court Application Procedure***

**STEP 1:** Veteran Defendants Identified - - Self-Report, PD Interview, VRSS.

VRSS: Book-in info is transmitted to VA, veteran defendants Identified.

**STEP 2:** Veteran defendants are screened for Substance Abuse, Mental Health and/or TBI by Mark Mayhew, VJO, or Hamilton Center.

**STEP 3:** Prosecutor and PD notified of Veteran Defendants who have a Substance Abuse, Mental Health and/or TBI issue.

Defense counsel to discuss Veterans Treatment Court with Client - - highly structured, demanding program.

**Treatment Court** focusing on High Risk / High Needs and Low Risk / High Needs veteran defendants.

**STEP 4:** Defense counsel requests order for PSIR and MH and/or SA Psychosocial Evaluations. Defense counsel to insure copy of order for evaluation(s) gets sent to Adult Probation and to:

VA Mental Health and/or Substance Abuse Eval Order to Mark Mayhew - [mark.mayhew@va.gov](mailto:mark.mayhew@va.gov), or by phone, Office: (317) 988-407; Cell: (317)789-5203.

Hamilton Center Mental Health and/or Substance Abuse Eval Order sent to Virgil Macke or Bill Little.

[VMacke@HamiltonCenter.org](mailto:VMacke@HamiltonCenter.org) or [WLittle@HamiltonCenter.org](mailto:WLittle@HamiltonCenter.org)

PSIR and Evaluations to be sent to defense counsel.

Defense counsel must meet with prosecutor to determine category of entry into the program: Deferral / Diversion / Plea

**STEP 5:** After the above steps, Defense counsel meets with client to complete an Application Packet. *Only Completed Application Packets* can be submitted to the Court Coordinator, James Ramer ([james.ramer@vigocounty.in.gov](mailto:james.ramer@vigocounty.in.gov)).

A ***Completed Application Packet*** consists of signed originals of (1) Application to Participate, (2) PSIR, (3) MH and/or SA Evaluation (4) Participation Agreement, and (5) Criminal Justice Consent for Release of Confidential Information.

**NOTE: IT IS IMPERATIVE** that defendants review and understand the Participation Agreement and Participant Handbook prior to their Application being submitted.

Team Staffing occurs on the 2<sup>nd</sup> and 4<sup>th</sup> Fridays of the month. Completed Applications will be reviewed.

**STEP 6:** Defense counsel notified if case accepted or not. If accepted, Court Coordinator will file Notice of Acceptance with court of origin, and will e-mail defense counsel (include e-mail address with Application materials).

Defense counsel will file a motion and proposed order transferring case to Vigo Superior Court Division 1.

A date for Orientation with the Court Coordinator, and the date of first appearance in Veterans Treatment Court will be included in the Notice of Acceptance. *Defendants are required to attend orientation prior to initial hearing in Veterans Court.* Orientation is designed to be a review of program rules and expectations, not an informational or negotiating session.

**STEP 7:** First Appearance – Participant Agreement reviewed by judge. Plea, if appropriate, submitted.