

Seattle Veterans Treatment Court Referral Process



NOTE: NEW REFERRAL EMAIL EFFECTIVE IMMEDIATELY

General Referral Process:

A defendant must be screened for eligibility by the VTC Court Clinician before the case can be added to the VTC calendar. To have a defendant screened, please submit the following forms (available on the VTC website: <http://www.seattle.gov/courts/vtc/vtc.htm>) and requested documents to VeteransTreatmentCourt_Team@Seattle.Gov:

- VTC Referral Form
- 2 Signed Releases of Information for (SMC VTC *and* VA ROI)
- Copy of the Incident Report for the current case
- Copy of the Defendant's criminal history

Once the referral is received, the VTC Court Clinician will contact the defendant to set up an interview/assessment. It is the defendant's responsibility to be responsive to the VTC Court Clinician's request for an interview.

In custody defendants will be interviewed in the King County Jail.

Following the interview/assessment, the VTC Court Clinician will make an eligibility determination and inform all interested parties. Eligible defendants will be transferred from the traditional/mainstream court to the next available VTC calendar.

Procedure to Transfer Cases:

The Prosecutor will request the defendant's case be transferred from the traditional/mainstream court to the next available VTC calendar by sending an email to the VTC courtroom staff; and copying the defense attorney, Court Clinician and originating courtroom staff.

The VTC clerks will send a reply all email confirmation of the case transfer, and send an Order to Appear to the defendant at his/her court-documented address(es).