

Tony Evers
Governor



DIVISION OF CARE AND TREATMENT SERVICES

1 WEST WILSON STREET
PO BOX 7851
MADISON WI 53707-7851

Andrea Palm
Secretary

State of Wisconsin
Department of Health Services

Telephone: 608-266-2717
Fax: 608-266-2579
TTY: 711 or 800-947-3529

Date: 03/20/19

To: Katherine Carpenter, Legal Advisor
Office of Court Operations

From: Beth Dodsworth, Bureau Director, Community Forensic Services, DCTS

Subject: **Electronic Distribution of Forensic Orders and Supporting Documents**

A recent policy change in the State of Wisconsin, Office of Court Operations, allows for the electronic distribution of court orders and supporting documentation by the Clerk of Court offices statewide.

The following email address should be used when submitting forensic-related court order forms and supporting documentation to the Wisconsin Department of Health Services under **Wis. Stat. ch. 971 (CR-205 and 206, CR-271-277, and CR-280)**

DHSMMHIAdmissions@dhs.wisconsin.gov

The Admissions Office at Mendota Mental Health Institute will process the paperwork and route it to the appropriate people.

FAQ

- **How often is the DHS email mailbox checked?** The DHSMMHIAdmissions@dhs.wisconsin.gov email mailbox is checked once in the morning and once in the afternoon each business day.
- **Who monitors the DHS email mailbox?** Staff in the Admissions Office at Mendota Mental Health Institute will monitor the email mailbox.
- **Is the DHS email mailbox secure?** Yes.
- **Are there any Wis. Stat. ch. 971 documents that should not be sent to the DHS email mailbox?** Yes. Do not send documents to this DHS email mailbox related to juvenile cases or cases under Wis. Stat. ch. 980. An Order for Examination-NGI (CR-270) or an Order for Examination under 971.14(4)(c) (CR-277) need to be sent to the court appointed evaluator directly.
- **Has the Clerk's Guide on how to process cases under Wis. Stat. ch. 971 been updated?** Yes.
- **If I am unsure where to send a document what should I do?** Call or email the Court Liaison Services at:
Adam Oldenburg, Court Liaison, 414-750-3519, email: aoldenburg@wiscs.org
Vicki Shequen, Assistant Court Liaison, 414-303-7547, email: vshequen@wiscs.org