

Tony Evers
Governor



DIVISION OF CARE AND TREATMENT SERVICES

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Kirsten L. Johnson
Secretary

**State of Wisconsin
Department of Health Services**

Telephone: 608-266-2717
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Date:

To:

From: **Division of Care and Treatment (DCTS), Forensic Services**

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

A recent policy change in the State of Wisconsin, Office of Court Operations, requires 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 staff, facility, and/or program.

Frequently Asked Questions?

How often is the DHS email mailbox checked?

Twice per day. 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 related to juvenile cases
- Order for Examination-NGI (CR-270) – send to 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, 414-750-3519, aoldenburg@wiscs.org
- Dominique Radiker, 414-254-4888, dradiker@wiscs.org
- Shewanda Brown, 414-303-7547, shbrown@wiscs.org