# Mental Commitments

Mental commitment files have specific event requirements that are defined in order to be properly recorded for caseload. It is important to follow the steps when initiating, disposing, processing subsequent and supplemental or second/continuing orders on these types of files.

SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

| Line | CASE TYPE | CA | CY | DD | GA | GL | GM | JA | LG | MI | PO |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Beginning Pending Petitions** | | | | | | | | | | |
| 2 | New Filings | | | | | | | | | | |
| 3 | Reopened Cases | | | | | | | | | | |
| 4 | Guardianships/Conservatorships in System January 1 | | | | | | | | | | |

## MI/JA New Filing

A new filing will count on Part 1, Section D, Line 2.

**Step 1**:Case Initiation

**Step 2**:The first Application/Petition event options are defined as follows:
include party type Header 1 (the party date file will be updated).

IAFH Initial Application for Hospitalization (PCM 201
IPHF Initial Petition for Hospitalization (PCM 201)
IOHM Initial Objection to Hospitalization of a Minor (PCM 202)
IPCH Initial Petition for Continue Hospitalization of Minor (PCM 237)
IPAS Initial Petition for Assisted Outpatient Treatment (PCM 242)
(JA) ODDP Objection to Admission of Develop. Disabled Person (PCM 203)

```
STARR37    UCIXE1K                                          UCSGEN Environment
                                  Edit Event                          2/06/04

Crt: P 13  13 Jurist: SUPINA       Bond:         Auth:                Open
Case: 2004 0000001148 MI       ROSEMARY SIMMONS
Atty:                              Worker:
File:  1/15/2004  Dispose:             Reopen:              Close:

Evt: IAFH  Dte: _1/15/2004  Plea: ____  Dsp: ____  Pgm/Rslt: ___ _ Monetary: _
Pty: HDM __1    Cnt: __    Attny: ______   Jur: J _21169   Due Dte: __________
Cmt: ____________________________________________________________________________
Form: ___ _____  Register: __________  Receipt: _________  Amount: ___________

Schedule Next Action:
Next: HRG  Date: _1/17/2004 Time: 11:00 A   Jur: J _21169 SUPINA    Ctrm: ____
 Cmt: ____________________________________________________________________________
```

The first petition event **must** contain the word **Initial** and include the Header Party for MI filings

# MI/JA Dispositions

SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

| Line | CASE TYPE | CA | CY | DD | GA | GL | GM | JA | LG | MI | PO |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Granted | | | | | | | | | | |
| 2 | Denied | | | | | | | | | | |
| 3 | Transferred | | | | | | | | | | |
| 4 | Withdrawn/ Dismissed | | | | | | | | | | |
| 5 | Deferred | | | | | | | | | | |
| 6 | Case Type Change | | | | | | | | | | |

Mental dispositions will count on Part 2, Section D, Lines 1- 6.

All applications/petitions for hospitalization should be followed by an event of the appropriate order with a disposition.

Any event, possible options:

OFH Order for Hospitalization
OFOH Order follow Hearing on Obj. to Hosp. by Minor/Ad (PCM 205)
RDHC Request to Defer Hearing on Commitment (PCM 235)
ODIS Order to Dismiss
OAO Order for Assisted Outpatient Treatment (GTD or DEN only)

with a Disposition and party type of Header 1:

| | | | | | |
|---|---|---|---|---|---|
| GTD | Granted | DEN | Denied | TRS | Transferred |
| WHDW | Withdrawn | DIS | Dismissed | **DEFR** | **Deferred** (**Evt: RDHC**) |

```
STARR37    UCIXE1K                                          UCSGEN Environment
                                  Edit Event                          2/11/04

Crt: P 13  13 Jurist: SUPINA       Bond:         Auth:                Adju
Case: 2004 0000001148 MI       ROSEMARY SIMMONS
Atty:                              Worker:
File:  1/15/2004  Dispose:  1/17/2004  Reopen:              Close:

Evt: OFH   Dte:  1/17/2004  Plea: ____   Dsp: GTD   Pgm/Rslt: ___ _ Monetary: _
Pty: HDR   1    Cnt: __    Attny: ______   Jur: J  21169   Due Dte: __________
Cmt: ____________________________________________________________________________
Form: ___ _____  Register: __________  Receipt: _________  Amount: ___________
```

Event must have party type Header 1 and disposition

```
Schedule Next Action:
Next: ____ Date: __________ Time: _____ _   Jur: _ ______          Ctrm: ____
 Cmt: ____________________________________________________________________________
```

## MI Subsequent Petitions

SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

| Line | CASE TYPE | CA | CY | DD | GA | GL | GM | JA | LG | MI | PO |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Beginning Pending Petitions** | | | | | | | | | | |
| 2 | New Filings | | | | | | | | | | |
| 3 | Reopened Cases | | | | | | | | | | |
| 4 | Guardianships/Conservatorships in System January 1 | | | | | | | | | | |

A subsequent petition for hospitalization will count on Part 1, Section D, Line 2, New Filings.

**Step 1**. Enter one of the following events with a party type of Header 1.

These events will remove the current case disposition* date and change the case status from Adjudicated to Open.

Event options:

AFH Application for Hospitalization (PCM 201)
PFH Petition for Hospitalization (PCM 201)
OHM Objection to Hospitalization (PCM 202)
PCHM Petition for Continuing Hospitalization of Minor (PCM 237)
PAS Petititon for Assisted Outpatient Treatment (PCM 242)

**Step 2**. Disposition

Any event, possible options: (see also Dispositions, page 2)

OFH Order for Hospitalization
OFOH Order follow Hearing on Obj. to Hosp. by Minor/Ad (PCM 205)
RDHC Request to Defer Hearing on Commitment (PCM 235)
ODIS Order to Dismiss
OAO Order for Assisted Outpatient Treatment (GTD or DEN only)

with a Disposition and party type of Header 1:

| | | | | | |
|---|---|---|---|---|---|
| GTD | Granted | DEN | Denied | TRS | Transferred |
| WTDW | Withdrawn | DIS | Dismissed | **DEFR** | **Deferred (Evt: RDHC)** |

* **The prior disposition will be retained with the event and displayed in the ROA.**

## Request to Defer

**PART 1: NEW FILINGS, SECTION D: LINE 3: REOPENED (Demand for Hearing)**
**PART 2: DISPOSITION, SECTION D: LINE 5: DEFERRED**
**PART 4: CASE AGE, SECTION D: MENTAL COMMITMENTS**

```
STARR37    UCIXE1K                    UCSGEN Environment                    TEST
                                   Edit Event                            7/13/05

Crt: P 13  13 Jurist: CLATTERBAUGH Bond:         Auth:                 OPEN
Case: 2005 0000000036 MI       SUSAN CARTWRIGHT
Atty:                                Worker:
File:  5/01/2005  Dispose:             Reopen:              Close:

Evt: RDHC  Dte: 05102005   Plea: ____  Dsp: DEFR  Pgm/Rslt: ___ _ Monetary: _
Pty: HDR 1     Cnt: __    Attny: ______   Jur: _ ______   Due Dte: __________
Cmt: ____________________________________________________________________________
Form: ___ _____  Register: __________  Receipt: __________  Amount: ___________
```

Event must be RDHC with disposition DEFR and HDR 1 - Press [Enter]

The case will be updated with the Disposition date and case status will change to Adjudicated.

```
Schedule Next Action:
Next: ____ Date: __________ Time: _____ _   Jur: _ ______          Ctrm: ___
 Cmt: ____________________________________________________________________________
      ____________________________________________________________________________

F3=Exit  F10=Name  F13=Cmds  F14=More Comments  F16=Calc  F19=PCN  F20=Bonds
```

## Demand for Heaing

```
STARR37    UCIXE1K                    UCSGEN Environment                    TEST
                                   Edit Event                            7/13/05

Crt: P 13  13 Jurist: CLATTERBAUGH Bond:         Auth:                 ADJU
Case: 2005 0000000036 MI       SUSAN CARTWRIGHT
Atty:                                Worker:
File:  5/01/2005  Dispose:  5/10/2005  Reopen:              Close:

Evt: DFH   Dte: 05252005   Plea: ____  Dsp: ____  Pgm/Rslt: ___ _ Monetary: _
Pty: HDR 1     Cnt: __    Attny: ______   Jur: _ ______   Due Dte: __________
Cmt: ____________________________________________________________________________
Form: ___ _____  Register: __________  Receipt: __________  Amount: ___________
```

Event must be DFH with Party HDR 1. - Press [Enter]

The case disposition date will be removed and the case state will change to open.

```
Schedule Next Action:
Next: ____ Date: __________ Time: _____ _   Jur: _ ______          Ctrm: ___
 Cmt: ____________________________________________________________________________
      ____________________________________________________________________________

F3=Exit  F10=Name  F13=Cmds  F14=More Comments  F16=Calc  F19=PCN  F20=Bonds
```

# Other MI Filings

**PART 1: SECTION D:**
**GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS**

**OTHER FILINGS**

| Line | CASE TYPE | MI |
|---|---|---|
| 5 | Petition for Second Order | |
| 6 | Petition for Cont. Order | |
| 7 | Supplemental Petitions | |
| 8 | Petition for AOT | |

## Petition for Continuing/Second Order

Counted on caseload Part 1, Section D, Other Filings, Line 5 - 8.
(Petitions for AOT are also counted on Part 1, Section D, New Filings, Line 2.)

The following events must fall within in the reporting date:

| | | |
|---|---|---|
| PCO | Petition for Second Order (PCM 218) | Line 5 |
| PSO | Petition for Continuing Order (PCM 218) | Line 6 |
| SPA | Supplemental Petition for Hosp. (PCM 209a) | Line 7 |
| POTM | Petition & Order to Transport Minor (PCM 240) | Line 7 |
| IPAS | Initial Petition for AOT (PCM242) | Line 8 |
| PAS | Petition for AOT (PCM 242) | Line 8 |

```
STARR37    UCIXE1K                                          UCSGEN Environment
                                   Edit Event                          2/06/04

Crt: P 13  13 Jurist: SUPINA       Bond:         Auth:                Adju
Case: 2004 0000001148 MI       ROSEMARY SIMMONS
Atty:                              Worker:
File:  1/15/2004  Dispose:  1/17/2004  Reopen:              Close:

Evt: PCO   Dte: 03172004   Plea: ____  Dsp: ____  Pgm/Rslt: ___ _ Monetary: _
Pty: ___ ___    Cnt: __    Attny: ______   Jur: J  21169   Due Dte: __________
Cmt: ____________________________________________________________________________
Form: ___ _____  Register: __________  Receipt: _________  Amount: ___________
```

PCO or PSO for Petition for Continuing or Second Order

```
Schedule Next Action:
Next: ____ Date: __________ Time: _____ _   Jur: _ ______          Ctrm: ____
 Cmt: ____________________________________________________________________________
```

**Note**: Do not modify this event with the results of the order, that is a separate event. (see page 5)

## Continuing/Second Order for Treatment

| Line | CASE TYPE | MI |
|---|---|---|
| 9 | Second Order Granted | |
| 10 | Second Order Denied | |
| 11 | Cont. Order Granted | |
| 12 | Cont. Order Denied | |
| 13 | AOT Granted | |
| 14 | AOT Denied | |

**PART 2: SECTION D:**
**GUARDIANSHIPS, CONSERVATORSHIPS, JUDICIAL ADMISSIONS, MENTAL COMMITMENTS**

Counted on caseload Part 2, Section D, Other Filings, Lines 9 - 14
(Petitions for AOT are also counted on Part 2, Section D, Method of Disposition, Line 1 & 2)

The following event must fall within the reporting date:

| | | | | |
|---|---|---|---|---|
| SORD | Second Order for Treatment (PCM 219) | Result: | GTD | Line 9 |
| SORD | Second Order for Treatment (PCM 219) | Result: | DEN | Line 10 |
| CORD | Continuing Order for Treatment (PCM 219) | Result: | GTD | Line 11 |
| CORD | Continuing Order for Treatment (PCM 219) | Result: | DEN | Line 12 |
| OAO | Order for AOT (PCM 243) | Dsp: | GTD | Line 13 |
| OAO | Order for AOT (PCM 243) | Dsp: | DEN | Line 14 |

```
STARR37    UCIXE1K                                          UCSGEN Environment
                                  Edit Event                          2/06/04

Crt: P 13  13 Jurist: SUPINA       Bond:         Auth:                Adju
Case: 2004 0000001148 MI       ROSEMARY SIMMONS
Atty:                              Worker:
File:  1/15/2004  Dispose:  1/17/2004  Reopen:              Close:

Evt: CORD  Dte: 3/27/2004  Plea: ____  Dsp: ____  Pgm/Rslt: GTD _ Monetary: _
Pty: HDR 1__    Cnt: __    Attny: ______   Jur: _ ______  Due Dte: __________
Cmt: ____________________________________________________________________
Form: ___ _____  Register: __________  Receipt: _________  Amount: __________
```

Enter CORD or SORD with the program/result of Granted or Denied, make sure to include Header 1.

```
Schedule Next Action:
Next: ____ Date: __________ Time: _____ _   Jur: _ ______          Ctrm: ____
 Cmt: ____________________________________________________________________
```

## Supplemental Petition/Petition to Transport Minor

A supplement petition or petition to transport a minor may create a new case or be added to an existing case, either way it will only be counted on caseload as a supplemental petition (not a new filing).

Counted on caseload
Part 1, Section D, Other Filings, Line 7.

OTHER FILINGS

| LINE | CASE TYPE | MI |
|---|---|---|
| 5 | Petition for Second Order | |
| 6 | Petition for Cont. Order | |
| 7 | Supplemental Petitions | |
| 8 | Petition for AOT | |

Existing Case (already has disposition):
Event options:

SPA Supplemental Petition for Hospitalization & Order for Exam (PCM 209a)
POTM Petition and Order to Transport Minor (PCM 240)

**No disposition required**

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New Case Event options:

SPA Supplemental Petition for Hospitalization & Order for Exam (PCM 209a)
POTM Petition and Order to Transport Minor (PCM 240)

Follow up: If there is no initial petition received for the file, a disposition should be entered.

Event: Any

Disposition: OTP Order to Transport Minor
OEX Order for Exam

**NOTE:** Dispositions for supplemental petitions will not (and should not) be counted on caseload. If the court chooses, it may enter one of the above dispositions so that a case with no further action may be adjudicated and closed.

## Beginning Pending

SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

| Line | CASE TYPE | CA | CY | DD | GA | GL | GM | JA | LG | MI | PO |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Beginning Pending Petitions** | | | | | | | | | | |
| 2 | New Filings | | | | | | | | | | |
| 3 | Reopened Cases | | | | | | | | | | |
| 4 | Guardianships/Conservatorships in System January 1 | | | | | | | | | | |

Counted on casesload Part 1, Section D, Line 1.

An MI initial or subsequent petition that is filed and does not have a disposition by January 1st of each year will be considered Beginning Pending.

```
STARR37    UCDFDFK                                          UCSGEN Environm
                                Work with Cases                        2/09

Next: ___  Case: 2003 0000001149  Court: P 13_ 13

Type options, press Enter.
2=Change  4=Delete  5=Display  6=Notes  C=Charges  E=Events  F=Forms  M=Mor
N=Next Actions  O=Evaluation Order  P=Parties  R=ROA  S=Sentence  T=Title
W=Warrants  A=Abstracts  B=Bonds

  Case                Filed Date      Adjud Date   Jurist
_ 2003 0000001149 MI 12/02/2003 O                  21169 SUPINA
    MARY LINDER
_ 2003 0000004587 MI 12/02/2003 O                  11953 CLATTERBAUGH
    MARY MENTAL
_ 2003 0000088801 DL 12/08/2003 O                  21169 SUPINA
    TOO TESTFORRICH
_ 2003 00444      DE 12/29/2003 O                  11953 CLATTERBAUGH
    MARTIN MITTS
_ 2003 0100003302 DL  8/01/2001 O     8/04/2001    11953 CLATTERBAUGH
    MARY PARENT

F3=Exit  F6=Create  F10=Name  F13=Cmds  F16=Calc  F19=OCN Sel
```

If there is no adjudication date by December 31st, these cases would fall on the beginning pending for 1st quarter caseload.