

**Application**  
**for**  
**Veterans Docket**

**Submitted by:**

\_\_\_\_\_  
Signature of Judge

\_\_\_\_\_  
Signature of Coordinator

of

\_\_\_\_\_  
Name of Court

\_\_\_\_\_  
Date

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**APPLICATION GUIDELINES**

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The Supreme Court of Virginia has established a standardized review process to use in evaluating requests from any locality seeking permission to establish a veterans docket. The application should be completed by the local advisory committee created to plan the docket. Applications should be submitted to the Supreme Court of Virginia. All application packages should be sent to:

Supreme Court of Virginia  
Office of the Executive Secretary  
100 North 9<sup>th</sup> Street  
Richmond, Virginia 23219  
Email: [apowers@vacourts.gov](mailto:apowers@vacourts.gov)

In order to evaluate the quality, efficiency and fairness of dockets requesting approval to establish a veterans docket the following information should be submitted by the requesting local advisory committee.

**Veterans Docket Application**

**Jurisdiction Name:** \_\_\_\_\_

**Court:** \_\_\_\_\_ Circuit \_\_\_\_\_ District

**Problem Solving Docket Model:** \_\_\_\_\_ Veterans \_\_\_\_\_ Behavioral Health

**Supervising Judge:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Problem-Solving Coordinator:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Target Population –(list all that apply):**

**Proposed Start Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Approved Docket Planning Training:**

\_\_\_\_\_  
Date Location

\_\_\_\_\_  
Date Location

\_\_\_\_\_  
Date Location

\_\_\_\_\_  
Date Location

**Veterans Treatment Court Planning Initiative (VTCPI)**

**Developing a Mental Health Court:  
An Interdisciplinary Curriculum**

**Other:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Application Contact Person:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please submit your policy and procedures manual, all forms and the following information as attachments to this application. If any of the information described in an attachment is included in the docket's policy and procedure manual, please reference its location in the policy and procedure manual on the application form.**

**Attachment A: Project Abstract and Ten Key Components of Veterans Treatment Dockets**

This attachment must include the project abstract and how it will implement and comply with the Ten Key Components of Veterans Treatment Dockets as well as incorporated evidence-based practices into the daily operations of the veterans docket.

**Attachment B: Statement of the Problem**

**Attachment C: Docket Goals and Objectives**

This attachment must include a description of the veterans docket goals and objectives. Each docket goal should include measurable objectives and should reflect the docket's proposed operations.

**Attachment D: Description of the Veterans Docket**

This attachment must include an organizational chart and a description of the docket's operational and administrative structure to include:

1. Screening and eligibility
2. Structure of the docket
3. Length of stay
4. Graduation requirements
5. Expulsion criteria

This attachment should include a detailed description of the legal eligibility for veterans docket participation as well as any other factors taken into consideration when determining eligibility.

**Attachment E: Policy and Procedures Manual**

This attachment must include a current copy of the veterans docket policy and procedure manual. The policy and procedures manual should incorporate the principles of problem-solving courts, the ten (10) key components of veterans treatment dockets, and include information related to participant eligibility, the screening and referral process, docket services and requirements, graduation criteria, case management procedures, judicial interaction, team meetings and court session schedule, incentives and sanctions, compliance monitoring, confidentiality policies and termination procedures. It should also include all docket forms, such as the participation agreement, consent for release of confidential information, orientation information, and referral agreements.

**Attachment F: Estimated Budget**

This attachment must include the estimated veterans docket budget including all projected income (user fees, grants, county general funds) and expenses. All fees must be assessed and collected in compliance with financial management general principles.

## **Attachment G: Organizational Plan**

This attachment must include an organizational chart and a description of the docket's operational and administrative structure to include:

**Veterans Docket Staff Requirements** (name, agency, address, telephone and fax numbers, e-mail address) This attachment must include documentation that the veterans docket coordinator, each case manager and any volunteer who performs one or more job function for the docket is appropriately trained and credentialed. Use the Justice for Vets staff core competencies as a guide to design your staff position.

**Treatment provider information** (name, agency, address, telephone and fax numbers, and e-mail address for each treatment agency providing services to participants)

**Referring courts/dockets** (names of other courts referring or transferring cases to the veterans docket)

**Monitoring and evaluation**

**Ongoing interdisciplinary education and training**

**Ongoing collaboration/sustainability**

## **Attachment H: Memoranda of Understanding (MOU)**

This attachment must include information on each partner and a copy of their MOU with the court. If the problem-solving docket is not using contractors this attachment does not apply.

## **Attachment I: Certification and Assurances**

## **Attachment J: Applicant Disclosure of Pending Applications**