

VETERANS TREATMENT DOCKET APPLICATION

MARCH 2026



Office of the Executive Secretary
Supreme Court of Virginia

Application Guidelines

This application is for jurisdictions seeking to establish or expand a Veterans Treatment Docket, informed by the procedural guidance outlined in best practices.

The Supreme Court of Virginia has established a standardized review process to be administered through the state Veterans Treatment Dockets Advisory Committee.

The application should be completed by the local planning committee. Specialty Dockets Division Best Practices Specialists are available to consult with you throughout the application process.

Submission Instructions

Please use the instructions below to create your application as a single file. When you are ready to submit, please email this file as an attachment to the Specialty Dockets Division at specialtydockets@vacourts.gov

Formatting and Writing Guidelines:

- Clearly label and organize the application with the components listed below.
- Submit your application as a **single Word (.doc) or Acrobat (.pdf) file**, with each component separated by a title page.
- Save the file as “*Jurisdiction Name_VTD Application*”
- Ensure all components and sections are **complete, current, and signed** where applicable.
- Use consistent terminology across all components and sections (e.g. if you call it “pre-trial officer” here, don’t call it “supervision officer” there).

Application Guidelines.....	2
Submission Instructions	2
Component 1: Application Information	4
Section A: Signature Page.....	4
Section B: Veterans Treatment Docket Information	5
Component 2: Operations Manual.....	6
Section A: Statement of Need	6
Section B: Goals and Objectives	6
Section C: Program Operations	6
Section D: Organizational Structure.....	8
Section E: Budget.....	9
Component 3: Participant Handbook.....	9
Component 4: Supplementary Documents.....	9
Section A: Memoranda of Understanding (MOU)/Memoranda of Agreement (MOA)	9
Section B: Forms.....	9
Section C: Pending Grant Applications	10

Component 1: Application Information

Section A: Signature Page

Digital signatures are acceptable.

Application Submitted by:

Signature of Judge

Signature of Coordinator

of

Name of Veterans Treatment Docket

Date

Section B: Veterans Treatment Docket Information

Jurisdiction Name: _____

Court Level: _____ Circuit _____ District _____ JDR

Supervising Judge:

Name: _____ Telephone: _____

E-mail: _____

Program Coordinator:

Name: _____ Telephone: _____

E-mail: _____

Primary Point of Contact:

Name: _____ Role: _____

E-mail: _____ Telephone: _____

Proposed Start Date: ____/____/____

Required Implementation Training Completion:

The veterans treatment docket team is *required* to complete the Virginia Veterans Treatment Docket Implementation Training before submitting their application to the state Veterans Treatment Docket Advisory Committee for review. *Optional: Veterans Treatment Court Planning Initiative (VTCPI) by Justice for Vets*

Training Details:

_____	_____	_____
Dates	Location	Training:

_____	_____	_____
Dates	Location	Training:

Component 2: Operations Manual

Section A: Statement of Need

Purpose

Demonstrate the local need for the veterans treatment docket.

Instructions

1. Provide local data including statistics on substance use, mental illness patterns among offenders, recidivism, volume of arrests, crime patterns (type of offences), offender race/ethnicity, age, and gender of the veteran offender population in the community.
2. Describe the nature and scope of the need in the jurisdiction and how it will be addressed by the veterans treatment docket.
3. Explain how the docket will implement the [Ten Key Components of Veterans Treatment Courts](#) as well as incorporate evidence-based practices into the daily operations of the veterans treatment docket.

Section B: Goals and Objectives

Purpose

List the docket goals and objectives.

Instructions

This section must include a description of the veterans treatment docket goals and objectives. Identify measurable performance indicators and explain how results will be measured.

Section C: Program Operations

Purpose

Detail the structure and operations of the docket

Instructions

1. Objective eligibility and exclusion criteria
 - a. Describe the referral consideration process including how the below criteria will be used.
 - b. Criminogenic risk
 - Specify eligible risk level as “moderate-to-high risk” or “high risk”
 - Specify which criminogenic **risk assessment tool** will be used
 - c. Clinical/services needs

- Specify eligible clinical/services needs level as “high needs”
 - Specify diagnosis requirements
 - Specify that co-occurring disorders are eligible.
- d. Legal considerations
- Specify
- Any current charges that will not be eligible
 - Any historical charges/convictions that will not be eligible
 - If current/pending charges in other jurisdictions will be considered
 - If individuals who have a probation/parole/supervision status in other jurisdictions will be considered
 - How victim input will be considered
 - Any other considerations from the Commonwealth’s Attorney
- e. Voluntary participation
- Describe the informed consent process
- f. Residency consideration
- Include if residency in jurisdiction(s) is required
 - Describe how unhoused individuals will be considered
- g. Describe how veteran status will be identified and if any discharge status will impact eligibility
- h. Describe any other factors that will be considered when determining eligibility (e.g. previous docket participant, denied initial referral, etc.)
2. Referral policy and outreach strategy
- a. Describe how participants are identified and referred (e.g. formal/informal, form/email)
 - b. Describe who can make referrals
 - c. Specify the target timeframe between referral and entering the docket
3. Phase structure
- a. Describe the advancement criteria (e.g. goals, requirements) for each phase
 - b. Specify target phase durations (approximate timeframes or limitations, if present)
 - c. Specify overall program target duration
4. Specify graduation requirements and criteria
5. Specify termination criteria and procedure
6. Drug testing protocol
- a. Describe the frequency and method of testing
 - b. Identify specific costs to the participants (if applicable), including for indigent participants
 - c. Outline the protocol for confirmation tests, including the interim period before results are available and any associated costs for participants.
 - d. Describe the protocol if the participant is a no-show for drug testing or is unable to produce a sample (e.g. administrative positive result, other)
7. Treatment services
- a. Specify if treatment services outside of the Department of Veterans Affairs (VA) will be utilized or permitted
 - b. List any additional treatment provider organizations/agencies who will

- provide treatment services for docket participants.
- c. Specify if any recovery capital assessments will be used
- 8. Behavior Responses
 - Describe your application of incentives, sanctions, and service adjustments that may be imposed for various behaviors and examples of each
- 9. Monetary conditions
 - a. Specify how indigent referrals/participants will be addressed
 - b. Describe any participant fees, if used
 - Fees should be imposed with participants' demonstrable ability to pay and may be waived
 - Phase advancement or graduation should not be prohibited due to inability to pay

Section D: Organizational Structure

Purpose

Identify the roles and responsibilities of the multidisciplinary docket team and local advisory committee members and include if they will attend staffing and the docket hearing.

Instructions

1. List the veterans treatment docket team members, including the judge, defense attorney, commonwealth's attorney, supervision officer, treatment representative, coordinator, Veterans Justice Outreach Liaison (VJO), Virginia Department of Veterans Services representative, mentor coordinator (if used), law enforcement officer (if used), and case manager (if used).
 - a. Describe team roles and responsibilities
 - b. Specify the staffing/pre-court team meeting schedule and required attendees
 - c. Specify the docket schedule and required team attendees
2. List the name, telephone, and e-mail of any additional agency that will provide services to participants
3. Local advisory committee
 - a. List titles of the committee members
 - b. Specify committee functions/responsibilities
 - c. Specify meeting frequency
4. Database
 - a. Data entry into the Specialty Dockets Dims Database is required
 - b. Identify which team members will be responsible for entering data
5. Attach confidentiality policies and forms

Section E: Budget

Purpose

Prepare an estimated budget for the program's operational sustainability and long-term fiscal planning. The proposed budget presented in this application should be used for future grant funding opportunities.

Instructions

Include the estimated veterans treatment docket budget, including all projected revenues (e.g. participant fees, grants, county/city funds) and expenses (e.g. personnel, operating, and capital, in-kind and cash equivalents, etc.). All revenue sources aligned with projected expenditures should be identified accordingly. All fees must be assessed and collected in compliance with financial management general principles.

Component 3: Participant Handbook

Purpose

The participant handbook provides clear, accessible guidance on docket operations and expectations and is aligned with the operations manual for consistent understanding across all literacy levels.

Instructions

Establish a participant handbook that aligns with the operations manual. The participant's handbook should include all information the participants need to know about docket operations, including participant expectations, team member names, agencies, telephone numbers, e-mail addresses, and their roles/responsibilities on the team. Language used should be accessible to individuals with low literacy levels. Use consistent terminology between the participant handbook and the operations manual.

Component 4: Supplementary Documents

Section A: Memoranda of Understanding (MOU)/Memoranda of Agreement (MOA)

Include information on each partner organization, along with a signed and dated MOU that formalizes their collaboration.

Section B: Forms

1. Participant agreement
2. Consent for release of confidential information
3. Referral forms (if used)
4. Plea agreement (if applicable)

5. Copies of court orders

Section C: Pending Grant Applications

All applicants are required to disclose any pending or approved applications for grants or subgrants that may overlap with this request.