

## HOW IT WORKS

# KCMHC 5-Step Referral Process

**MENTAL HEALTH COURT (KCMHC)**

**Administrative Office Located:**

Knox County Health Department  
140 Dameron Ave.  
Knoxville, TN 37902



**KCMHC**

**TN** Department of Mental Health & Substance Abuse Services

Knox County Mental Health Court is funded under a grant contract with the State of Tennessee, Department of Mental Health and Substance Abuse Services.

**Court Dockets Located:**

City County Building  
400 Main Street  
General Sessions, Div. I  
Knoxville, TN 37902

(865) 215-5272 – Main  
(865) 215-5270 – Fax



[www.knoxcounty.org/courts/mhc](http://www.knoxcounty.org/courts/mhc)

1

Defense Attorney meets with their client to determine whether KCMHC is a good fit. If yes, a KCMHC Referral Form is submitted to KCMHC by email at [mhc@knoxcounty.org](mailto:mhc@knoxcounty.org) or by faxing to (865) 215-5270.

2

Referral Form is forwarded to District Attorney's Office for a preliminary legal assessment.

3

District Attorney's Office returns Referral Form to KCMHC checked either approved or denied for an admissions mental health assessment. If denied, Defense Attorney is notified by KCMHC. If approved, applicant is assigned to a Court Case Manager and an intensive mental health assessment is conducted.

4

Court Case Manager prepares and submits a Participant Admission Plan to District Attorney's Office for final legal assessment. Applicant is scheduled for review at the next regularly scheduled Thursday KCMHC Team Staffing. Defense Attorney is notified on admission approval or denial.

5

If approved, Defense Attorney reviews the KCSC Participation Order with client. Participant, Defense Attorney, authorized DA Representative, and sentencing Judge sign KCSC Participation Order. Criminal Court Clerk's Office places the signed KCSC Participation Order into the record and sends a copy to KCMHC. KCMHC Court Case Manager initiates Participant Admission Plan and coordinates New Participant Orientation.