

2023 MAR 24 AM 10:02

ELLIS COUNTY COURT AT LAW NO. 1
ADMINISTRATIVE ORDER

FILED FOR RECORD
KRYSTAL VALDEZ
ELLIS COUNTY CLERK

ADMINISTRATIVE ORDER

§
§
§
§

IN THE ELLIS COUNTY

2023-1

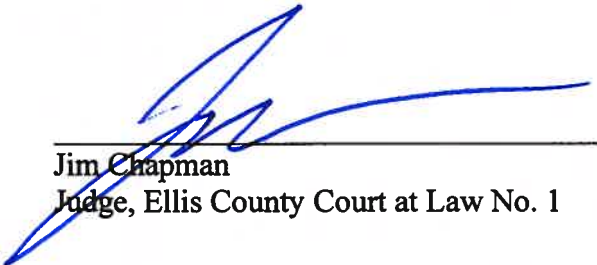
COURT AT LAW NO. 1

ORDER REGARDING MENTAL HEALTH APPLICATIONS

All too frequently applications for court ordered mental health services and commitments are illegible because of later generation copies of forms, the use of facsimile machines to submit the applications, and/or difficult to decipher handwriting. All of these factors adversely affect the Court's ability to ascertain the contents of the applications.

To remedy the situation, effective the 1st day of April, 2023, it is required that all applications and documents submitted regarding court ordered mental health services and commitments, save and except applications for emergency detention, must be typed original forms with all the blanks filled in typed fashion rather than by handwriting (other than the requisite signatures). The use of facsimile to submit the applications and documents is not permissible and the applications and documents should instead be submitted by encrypted email. The requisite email information may be obtained from the Ellis County Clerk. The Clerk will also be able to provide the requisite filing fee to the applicant.

Ordered this 24th day of March, 2023



Jim Chapman

Judge, Ellis County Court at Law No. 1