



OFFICE OF THE COUNTY CLERK
KRYSTAL VALDEZ

April 20, 2023

RE: Mental Health Applications

Dear Hospitals and Medical Centers:

Pursuant to Ellis County Court at Law #1 Administrative Order 2023-1 (March 24, 2023), please be advised that ALL applications and documents submitted regarding court ordered mental health services and commitments, save and except applications for emergency detention, must be typed on the original forms with all the blanks filled in a typed fashion rather than by handwriting (other than the requisite signatures).

EFFECTIVE IMMEDIATELY, the use of facsimile to submit the applications and documents is no longer permissible and the applications and documents should instead be submitted by encrypted email to mentalhealth@co.ellis.tx.us.

EFFECTIVE MAY 1ST, 2023, the filing fee for each application will be \$360.00 (Texas Local Government Code §133.151 and §135.102). Upon receipt of an application, our office will contact the court liaison to collect payment via credit card and provide a receipt upon request. For your convenience, you may leave a credit card on file for which we can process payment upon receipt of an application from your facility.

Should you have any questions, please feel free to contact our office at 972-825-5070.

Respectfully Submitted,

Krystal Valdez
Krystal Valdez
Ellis County Clerk

KV/cc

Cc: The Honorable Jim Chapman, County Court at Law
(Via Email: ccllcoordinator@co.ellis.tx.us)
Terri Schumaker, Via Email: terri.shumaker@co.ellis.tx.us