



VETERANS' TREATMENT COURT CHECKLIST:

1. Application: Submit the original of the first two documents, a copy of the DD-214, and a written summary of their service to the Assistant County and District Attorney, Geraldine Gonzalez (geraldine.gonzalez@elliscountytexas.gov), and/or Veterans' Treatment Court, Court Coordinator, Hailey Valley (h.valley@elliscountytexas.gov).
 - a. Application
 - b. VA Form for Authorization to Release Information (must be submitted with the Application)
 - c. If no longer on active duty, DD-214 must be submitted with the application.
 - d. Written summary of military service.
2. Preliminary DA Approval: The DA's Office will preliminarily approve the Veteran if he/she qualifies and notify the Veteran/Veteran's attorney.
3. Preliminary Medical Approval: After preliminary approval is received from the DA, the Veteran is to obtain a medical qualification:
 - a. From the Office of Veterans Affairs.
 - b. From a licensed psychologist or psychiatrist.
4. Documents Required for Final Approval: After the Veteran medically qualifies, the Veteran's attorney will submit to the DA and the VTC Court Coordinator the following completed forms with signatures/initials as indicated:
 - a. Motion and Agreement for entry into VTC.
 - b. For a District Court case, Request for Order of Reassignment; for a County Court at Law case, Proposed Order Authorizing Participation in the Ellis County VTC
 - c. Voluntary Consent to Disclose Participant Information
 - d. Participant Consent for Disclosure of Controlled Substance Abuse Information
 - e. Veterans' Treatment Court Waiver
 - f. Ellis County Veterans' Treatment Court Program Participant Contract
5. PR/Surety Bond: Veteran participants may be offered a PR Bond replacing Surety Bond, or if a PR Bond is in place, Ancillary Conditions of Bond, as necessary on the first VTC Court appearance.
6. DA Approval: The original forms will be submitted to the DA's Office for final approval.
7. Court Approval: The original forms will be presented to the VTC at the next Court session or staffing, which is generally held on the first and third Monday of each calendar month, for the VTC team and the Judge's review, final approval, and signatures.

ONLY AFTER ALL DOCUMENTS HAVE BEEN SIGNED/INITIALED BY ALL PARTIES AND THE JUDGE, WILL THE VETERAN BE CONSIDERED "ADMITTED" INTO THE VETERANS' TREATMENT COURT.