

## **5<sup>TH</sup> JUDICIAL DISTRICT VETERANS COURT REFERRAL POLICY**

### **Who can make a referral?**

The majority of referrals come from the Public Defender office. We get referrals also from law enforcement, judges, pre-trial officers, and jail staff. Veterans Court will accept referrals from anyone that wishes to make a referral including family members. The prosecuting attorney must sign off on all referrals to the court.

### **What information is needed for a referral?**

There is a referral form that includes basic identifying information, military service, the charge, substance abuse and mental health history. There are also two release forms that need to be filled, and attached with the referral form before the court will discuss the referral.

### **Who decides if a referral is accepted or not?**

All referrals are presented to the entire team at the monthly staff meeting. The team as a whole will make the decision.

### **Who will be notified of the decision?**

The original court county attorney, the Public Defender or private attorney are notified. Anyone else that wants to know may contact the Veterans Court Coordinator to find out.

### **What is the timeline for referrals?**

Referrals that are received will be looked at within one week by the veteran's court coordinator. If the defendant has not disqualifiers the

referral will be taken to the veteran's court session on the second Friday of every month. The team will then decide on whether the defendant will be accepted or denied. If the defendant is accepted it will be done so at this time.

### **Are referrals accepted from outside the 5<sup>th</sup> District?**

Yes if they come from a jurisdiction that doesn't have Veterans Court it will be considered. Depending on the distance the individual lives.

Who should referral be sent to?

Kevin Mettler 5<sup>TH</sup> Judicial District Veterans Court Coordinator

(507) 469 5518 e-mail address [kevin.mettler@courts.state.mn.us](mailto:kevin.mettler@courts.state.mn.us)

### **Information needed for referral to the Veterans court**

- 5<sup>th</sup> Judicial District Veterans Court Referral
- 5<sup>th</sup> Judicial District Veterans Court Release forms
- Criminal Record
- Chemical Health Assessment
- Pre-sentence investigation
- Initial order referring them to veterans court
- Other orders the defendant may have for restitution, child support, fines.
- Any other information you think would be helpful.