

CHECK LIST FOR FILING A MENTAL ILLNESS CASE

1

Affidavit of Mental Illness (must be typed or printed)

Person named on front page as the Affiant must sign the back of the affidavit in front of the Probate Deputy Clerk.

1

Certificate of Examination – must be signed by a psychiatrist or by a licensed psychologist and a licensed physician.

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Affidavit screening report signed by Lifeworks of Memorial Hospital of Union County, Ohio

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Have the Judge check papers

Stamp file the above papers if the Judge approves the papers

1

Set hearing (5122.141 ORC) (The hearing shall be conducted within 5 court days from the day on which the respondent is detained or an affidavit is filed, whichever occurs first.) (ORC 5122.141)

1

Type Journal Entry – Setting Hearing on Affidavit (Form in Microsoft Word)

1

**Appoint attorney for respondent
Type entry for Appointment of Attorney (give copies of pleadings to the attorney)**

1

**Type up Entry-Temporary Order of Detention
(If Judge approves, we don't have to detain the person.)**

1

Order to Convey (if the person is not at the In-Patient Unit of the Memorial Hospital of Union County)

1

Type Notice to Respondent & Rights of an Involuntarily detained person. (To be served by Sheriff) (Copies of each pleading given to the respondent)

1

Type Notice of Hearing send by regular mail to: next of kin, attorney for respondent, Affiant, Attorney for Union County Mental Health Bd., Union County Mental Health Board

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Day before hearing issue the Order to Convey to transport respondent from the In-Patient Unit of the Memorial Hospital of Union County to the Probate Court for the hearing.