

Processing an Out-of-County Petition for Mental Health Treatment (Hospitalization)

1. The Hospital/Facility will transmit to the Probate Court the following documents within 24 hours of the 2nd Clinical Certificate being completed and signed, [MCL 330.1431\(1\)](#).
 - a. Petition for Mental Health Treatment - [PCM 201](#)
 - b. Two Clinical Certificates - [PCM 208](#)
 - c. Notice of Hospitalization - [PCM 211](#)
2. Double check that venue is proper in your County
 - a. Individual is a resident of your County or is found in your County
3. Contact the Probate Court in the County where the hospital is located to obtain the following information:
 - a. Date and time of hearing, which must be within seven days. [MCL 330.1452](#), [MCR 5.734\(C\)](#)
 - b. Name of Judge that will be hearing the case
 - c. Name of Attorney that will be appointed for the individual
 - d. Name of Prosecutor who will be handling the case
 - i. Generally, the Probate Court will also have all the contact information for the Attorney and Prosecutor's Office, so you will know who to fax the paperwork to.
 - e. **EXCEPTION** – If the individual is at the Kalamazoo Psychiatric Hospital (KPH), the hospital will have all this information as there is an established rotation of Judges that handle the cases at KPH, so it will not automatically be a Kalamazoo Judge and Kalamazoo Prosecutor handling the matter. Caro Center Psychiatric Hospital, located in Tuscola County, has a similar arrangement.
4. If needed, request an assignment for the Judge that is hearing the case, unless a blanket assignment exists.
 - a. If no blanket assignment exists, you will need access to MCAP to request the assignment. Speak with your Probate Court Administrator and Probate Court Judge about MCAP access.
5. Process the case as indicated in Tab 2 of the Bluebook by:
 - a. Completing the Order Appointing Attorney - [PCM 628](#) within 24 hours after hospitalization. [MCL 330.1454](#).
 - b. Preparing the Notice of Hearing - [PCM 212](#), and serving the individual, appointed attorney, petitioner, prosecuting attorney, hospital/facility where the individual is located, spouse, guardian, and other relatives listed on the second page of the petition. [\[MCL 330.1453\]](#)
 - c. Request an Order for Report on Alternative Treatment- [PCM 216](#), from Community Mental Health.
6. After the hearing is held in the other County, follow up with the Probate Court to obtain the order. Once received, process the order and serve it on the interested parties. Also, serve MSP for entry in LEIN if hospital days are entered.