

# Mental Health Court Services

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## Referring a Defendant into Mental Health Treatment Court

Completing a referral packet is the first step to having your client's case considered for the Mental Health Treatment Court. The following is the step-by-step process for consideration into the Mental Health Treatment Court:

1. Referral packets can be requested from the Mental Health Court Services Department in person, via email or phone call. The referral is also available at [www.mctx.org](http://www.mctx.org), then click on Mental Health Court Services from the directory menu and print out referral packet.
2. Please complete the 4 page referral packet with your client, as they will need to indicate why they want to enter the Mental Health Treatment Court.
3. The referral packet will then be sent back to Mental Health Court Services, along with mental health records (if available). The packet will then be forwarded to the District Attorney for review. Please do not send to the District Attorney directly.
4. The legal case and the mental health records will be reviewed for case appropriateness. If the case meets the inclusion criteria, the client will be seen by the Court Clinician for a clinical evaluation. If the case does not meet the inclusion criteria, the referring party will be notified.
5. Once accepted or denied, you and your client will be notified by our office via email, letter and phone call.
6. Upon acceptance, a **Transfer Order** needs to be signed by both the Home Court and the Mental Health Treatment Court Judges. The Participant will be scheduled to attend orientation for the Mental Health Treatment Court. **The referring attorney must attend orientation with their client to explain court orders to the participant. The client will not be placed on the docket until the court orders are signed.**
7. Accepted cases will then be placed on the next Mental Health Treatment Court docket.

**Please note...**if your client is denied into the Mental Health Treatment Court, our department will still be available to assist you with your client in requesting mental health records, helping to explain your client's illness, answering questions and providing links to community resources.