

# ADVISORY BULLETIN

REF: Reporting Mental Health Documents to DCF

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NO: 18-009

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## FLORIDA COURT CLERKS & COMPTROLLERS INFORMATION BOX

<b>Intended audience:</b>	Clerks' Staff	<b>Category:</b>	Courts
<b>Priority:</b>	Medium	<b>Action required:</b>	Please review the following information and contact the Baker Act Reporting Center to coordinate electronic submission of the required documents.
<b>Executive Summary:</b>	Florida Statutes require Clerks of Court to submit copies of certain Baker Act documents to the Florida Department of Children (DCF). DCF has contracted with the University of South Florida (USF) Baker Act Reporting Center to receive such information, otherwise sent to DCF. Each Clerk of Court should contact the Baker Act Reporting Center to coordinate electronic submission of the required documents.		
<b>Clerk outreach:</b>	No Clerk outreach required.		

This Advisory is intended as an update to [Advisory Bulletin 15-007](#).

Florida Statutes require Clerks of Court to submit copies of certain mental health documents to the Florida Department of Children and Families (DCF), including Petitions for Involuntary Outpatient Placement; the Certificate and the Individualized Plan of Continued Treatment; and Petitions for Involuntary Inpatient Placement (please see referenced statutes below).

DCF has requested the association notify all Clerks that they have contracted with the University of South Florida (USF) Baker Act Reporting Center to receive forms and data otherwise sent to DCF. Each Clerk of Court should contact Dr. Annette Christy with the USF Baker Act Reporting Center to coordinate electronic submission of the required documents. Dr. Christy's contact information is as follows:

**DCF Contact Information:**

Annette Christy, Ph.D.

Associate Professor – Director, Baker Act Reporting Center

University of South Florida

[achristy@usf.edu](mailto:achristy@usf.edu)

Talk/text at 813-400-9015

<http://www.usf.edu/cbcs/baker-act/>

For your reference, the following statutes govern the submission of these documents:

**[394.4655\(4\)\(c\)](#)** Clerk shall provide copies of the **Petition** and the **Proposed Treatment Plan** to the department, the managing entity, the patient, the patient's guardian or representative, the state attorney, and the public defender or the patient's private counsel. A fee may not be charged for filing a petition under this subsection."

**[394.4655\(8\)\(a\)4](#)** Clerk shall provide copies of the **Certificate** and the **Petition Individualized Plan** of continued services to the department, the patient, the patient's guardian advocate, the state attorney, and the patient's private counsel or the public defender.

[394.467\(3\)](#) Clerk shall provide copies of the **Petition for Involuntary Inpatient Placement** to the department, the patient, the patient's guardian or representative, and the state attorney and public defender of the judicial circuit in which the patient is located.

DCF is required by [394.463\(2\)\(e\)](#) to use these copies to prepare annual reports analyzing the data obtained and provide copies of reports to the department, the President of the Senate, the Speaker of the House of Representatives, and the minority leaders of the Senate and the House of Representatives.