



## HAYS COUNTY VETERANS TREATMENT COURT

County Court at Law, No 2  
712 S. Stagecoach Trl. #2292  
San Marcos, TX 78666  
512-878-6677



### Veterans Court Application Steps & Instructions

1. The Veterans Treatment Court (VTC) is aware of your/your client's Veteran/military status, and it appears that you/your client may be qualified and appropriate for this pre-trial diversion program.
2. **Charges:** Before completing the attached forms be sure that your/your client's charge is a Class A or B Misdemeanor; or felony that potentially may be downgraded to a Misdemeanor.
3. **Application Forms:** The Attached forms are provided for you/your client to complete once the decision has been made to apply. The Participant Contract and Participant Agreement in particular delineate the expectations for participation in and successful completion of Veterans Court. (These forms can also be downloaded from Hays County Government Web Site:  
<http://www.co.hays.tx.us/veterans-court.aspx>)

Fully complete and return as soon as possible the following:

- a. VTC Attorney Client Permission
  - b. Veteran's Initial Screening Sheet
  - c. VTC Application
  - d. Consent for release of Info (3): VTC Team, VA, and DOD Providers (Active Duty only)
  - e. VA Form 10-5345 - Release of Information (ROI)
  - f. Participant Contract
  - g. Participant Agreement
4. **Intake Process:** The Intake process prior to entering VTC has 5 important steps. Steps b-d below require that client meet directly with court staff.  
(Pending hearing date(s) will be reset to allow for adequate time to complete the intake process)
    - a. DA will accept the case/charge being resolved – (Completed by VTC Staff)
    - b. An Intake assessment will be conducted by VTC Coordinator after application is received
    - c. The VTC Defense attorney will meet with client and clarify and confirm the Participant Contract and Participant Agreement. (Attorney will have already gone over these documents with client and can be present at this meeting if they wish – Attorneys must indicate whether they will attend this briefing on the Attorney/Client Permission form. This meeting will often take place on the same day as the Psychosocial Assessment)
    - d. Client will meet with a VTC Screening Panel (VTC Coordinator, Probation Officer, Mentor Coordinator, and VA Representative) to formally request entrance into and commit to the VTC program. The following will be addressed at that time:

- 1) Why client is requesting VTC
  - 2) Both staff and client's program expectations
  - 3) Potential obstacles to program completion
  - 4) Staff and client's questions and concerns
  - e. Case will be presented to and discussed with VTC team and Judge for final approval.
  - f. A probation supervision fee of \$60.00 and 1-time drug testing fee of \$25.00 totaling \$85.00 must be paid in advance by money order to the VTC Coordinator or Program Manager to be placed in your account once your case is filed. This payment must be received prior to your actual Plea/entrance into VTC.
5. **Disqualification:** Applicants can be disqualified from VTC entrance at any time during the Intake Process. Appropriateness and acceptance is based on the following:
- a. Nature and circumstance(s) of the offense(s)
  - b. Criminal History
  - c. Mental health and Substance use history
  - d. Participant motivation for treatment/services
  - e. Participant ability to meet program requirements
  - f. Our ability to effectively address the participant's needs
  - g. Potential conflicts with other legal/civil requirements
  - h. Nature of military discharge and characterization of military service
6. **Plea Hearing:** A plea hearing will be set and you/your client must plead guilty to applicable charges. The VTC Defense Attorney will be assigned as Defense Counsel at that time also.
7. **Psychological/Substance Use Assessment:** Shortly after program start you/your client will be scheduled for a required Psychological and Substance Use Assessment that will be used to develop appropriate treatment options which will start ASAP after Plea Hearing.
8. **Criminal Record Expunction:** Record Expunction will be initiated by the VTC Attorney upon successful graduation at no cost to you.
9. **Removal:** Unsuccessful program completion will result in the case being returned to the referring court and handled through normal procedures with Guilty Plea intact.
10. For any questions please contact the undersigned at (512) 878-6677.

  
GERALD I RAMCHARAN  
Veterans Treatment Court Manager  
712 S. Stagecoach Trail  
San Marcos, TX 78666