

## Steps To Pursuing an Assisted Outpatient Treatment (AOT) Court Order

1. Please contact the Mental Health Services/AOT Coordinator at (315) 376-5832 or by email at [patriciamooney@lewiscounty.ny.gov](mailto:patriciamooney@lewiscounty.ny.gov) to request an AOT investigation.
2. The Mental Health Services Coordinator will conduct an AOT investigation with the individual's primary Therapist/Referent as well as others having knowledge of the individual. This also includes reviewing inpatient mental health records.
3. If the individual meets criteria for an AOT Court Order a Treatment Plan is developed and a Physician's Evaluation is scheduled. Mental Hygiene Legal Services needs to be invited to this evaluation (very important). If they are not invited it may be thrown out of court, and we will need to begin all over again. The County Attorney must be notified and made aware of the case.
4. Along with the Physician's Evaluation the Physician completes a Medication Worksheet and those, along with the Treatment Agreement, are taken to the County Attorney's office by the Mental Health Services Coordinator.
5. The date the Physician's Evaluation is completed starts the timeline to the actual court date. We have ten (10) days (calendar not business days) to have the County Attorney's Office complete the affidavit for the Physician and Director of Community Services to be signed and notarized.
6. The County Attorney's Office sends everything to the Supreme Court; this must be done within the ten (10) days of the date of the Physician's Evaluation.
7. The Physician testifies at the Court appearance, with the County Attorney as the legal representation. Mental Hygiene Legal Services represents the individual. The Mental Health Services Coordinator or DCS should appear for the hearing.
8. The Judge either grants the AOT Court Order or does not. The Judge does not have the power to change the Treatment Agreement.

\*\*If the Mental Health Services Coordinator is not available, please contact the Director of Community Services at (315) 376-5373 or by email at [annaplatz@lewiscounty.ny.gov](mailto:annaplatz@lewiscounty.ny.gov). \*\*

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