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| **Patient name:** | DOB: |

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| **MHO name:** | Email: |
| Preferred dates (please list as many as possible): | Unavailable dates (please list, also advise here of any regular non-working days): |
| Please list, using patient initials and application type, any other applications before the Tribunal where a hearing is likely to be around the same time as this hearing: |

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| **RMO name:** | Email: |
| Preferred dates (please list as many as possible): | Unavailable dates (please list, also advise here of any regular non-working days): |
| Please list, by way of patient initials and application type, any other applications before the Tribunal where a hearing is likely to be around the same time as this hearing: |

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| **Curator Ad Litem**Is it considered that a Curator at litem is required; Choose... | If yes, please provide reasons for the request: |
| **Attendees, Possible Risk**Are there any potential risks posed by anyone attending the hearing? Choose... | If yes, please provide details of the risk: |

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| **Hearing Preference (In-person, video, teleconference)**Might the patient wish to attend their hearing?Our website lists venues where in-person or video hearings are possible. If the patient may attend, we will book a visual hearing at these venues unless you request a telephone hearing, giving reasons why that is sought. | If yes, please specify the venue from those listed [here](https://www.mhtscotland.gov.uk/mhts/News/News)… |
| Does the patient need any assistance with communication? If so, please specify (eg use of an interpreter, communication aid etc.) | Please provide details… |

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| **Non-disclosure**In exceptional circumstances, the Tribunal has the power under Rule 46A of the Tribunal’s Rules to withhold tribunal papers from a party.Is such a request being made?  If so, please submit separate email stating reasons for the request. | Required?Choose... |

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| **Medical Record Contact Details** | Name: |
| Phone: | Email: |
| **Hospital Ward Contact Details** | Name: |
| Phone: | Email: |

**Submitting your form**

**By email – Please save this document and email to the appropriate mailbox as detailed below**

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| Casework Team | Team 1 | Team 2 | Team 3 | Team 4 |
| Hospitals covered | Gartnavel Royal, Gartnavel General, Glasgow Royal Infirmary, Langhill Clinic, Mid Argyll Community Hospital,Queen Elizabeth University Hospital,Rowanbank Clinic,Royal Hospital for Children,Skye House,Stobhill Hospital, Surehaven Hospital, The Priory | Aberdeen Royal Infirmary, Arbroath Infirmary,Bellsdyke Hospital, Caithness General,Carseview Centre, Dr Grays, Dudhope YPU, Forth Valley,Kingsway Care Centre, Lochview Hospital, Murray Royal, New Craigs, Rohallion Unit, Royal Cornhill Hospital, Seafield Hospital, Stracathro Hospital, Strathmartine,Wallace Hospital, Western Isles Hospital, Whitehills  | East Lothian Community Hospital,Edinburgh Royal Infirmary, Ellens Glen House, Lynebank Hospital,Midlothian Community Hospital, Queen Margaret Hospital,Royal Edinburgh Hospital, Stratheden Hospital,St John's Hospital, The Orchard Clinic, Whytemans Brae | Ailsa Hospital,Ayr Clinic, Ayr Hospital, Beckford Lodge, Blythswood House,Crosshouse Hospital, Dumfries & Galloway Royal Infirmary, Dykebar Hospital,Hairmyres Hospital,Kirklands Hospital,Leverndale, Midpark Hospital, Monklands Hospital, Royal Alexandra Hospital, Udston Hospital,Vale of Leven,Wishaw General,Woodland View |
| CORO Team - All applications relating to Compulsion Orders with Restriction Order (CORO), Transfer for Treatment Directions (TTD) or Hospital Directions (HD), as well as Excessive Security applications, applications to end the disclosure period for a compulsion order, and cross-border transfer appeals. **Also, all applications where the patient is being detained in the State Hospital should be sent to the CORO team.** |

**Email addresses**

**Caseworker Team 1** - MHTSTeam1@scotcourtstribunals.gov.uk

**Caseworker Team 2** - MHTSTeam2@scotcourtstribunals.gov.uk

**Caseworker Team 3** - MHTSTeam3@scotcourtstribunals.gov.uk

**Caseworker Team 4** – MHTSTeam4@scotcourtstribunals.gov.uk

**CORO Team** - mhts\_coro\_team@scotcourtstribunals.gov.uk

**or Post** - Print the form and post it to:

Casework Team, Mental Health Tribunal for Scotland, 1st Floor Bothwell House, Hamilton Business Park, Caird Park, Caird Road, Hamilton ML3 0QA

**Guidance Notes for completion of the form**

Complete the form as fully as possible. Please note that whilst MHTS will do its best to arrange a convenient date and venue for a hearing neither can be guaranteed.

To ensure the safety of all attendees at hearings, please advise of any potential risks which may involve the patient, named person or any other attendee. This will allow MHTS to put in place any necessary measures.

Both the MHO and RMO can advise the dates on which they are not available for a hearing. Where possible this will be taken into account when arranging a hearing date. To prevent ‘double booking’ of witnesses please also mention, on the first page, any other case where a hearing around the same time is likely.

If the option that a curator ad litem may be required is selected then please provide the reasons why in the appropriate box on the first page.

The preferred venue and hearing date can be noted and this will be taken into account whenever possible when scheduling the hearing.

Please complete the sections on patient preference and other background information as fully as possible. This will help to inform our decisions on booking the most suitable hearing.

The contact details for Medical Records and Ward staff will be useful in the event of any queries during the scheduling process.