

# Mental Health Tribunal for Scotland Scheduling Pro Forma

## Patient

Patient Name

DOB (dd/mm/yyyy)

Known As

CHI

## MHO

MHO Name

Telephone

Address

Mobile

Email

Preferred Dates  
(Please List)

Unavailable  
Dates (Please  
List)

## Curator Ad Litem

Is it considered that a curator ad litem may be required?

If yes, please provide reasons for the request and nature of illness

## Patient / Named Person Risk

Are there any potential risks involved with the patient or named person attending the hearing?

If yes, please provide details of the risk(s)

## RMO

RMO Name

Telephone

Address

Mobile

Email

Unavailable Dates (Please List)

## Hearing Venue

Any special circumstances to be considered when booking the venue

Background information which may help with deciding on best venue

Are there likely to be any objections to the use of Video link for this patient? For example, the patient has active psychosis or dementia

Preferred Venue

**Medical Records Contact**

Contact Name

Telephone

**Hospital Ward Contact (for hospital based patients)**

Contact Name

Telephone

**Form Submission**

**Email - Please save this document and email to the appropriate mailbox as detailed below**

Casework Team Name	One	Two	Three	CORO
Team Leader	Scott Blythe	Kirstin Naismith	Claire Gray	Mary Chatham
Hospitals Covered	Dykebar Royal Alexandra Beckford Lodge Caird House Hairmyres Coathill Gartnavel Southern General Vale of Leven Leverndale Wishaw Monklands Stobhill Skye House Ruchill MacKinnon House Rowanbank	Whytemans Brae Lynebank Queen Margaret Stratheden Royal Cornhill Carseview Murray Royal Stracathro Strathmartine Crieff Toyal Dundee Monroe House Kingsway Dr Grays New Craigs Argyle+Bute Inverclyde Langhill	Royal Edinburgh Herdmanflat Western General Western Infirmary Huntercombe Midlothian Com Royal Infirmary Falkirk Com Bellsdyke Lochview Forth Valley East Brig Borders General Huntylburn House Glavale House West Brig Midpark St Johns Crown House Ravenscraig Crosshouse Ailsa Arrol Park Ayr Clini Ayr State Udston Kirklands	All CORO applications or appeals and civil applications where the patient is detained at the State Hospital

1 = mhtsteam1@scotland.gsi.gov.uk  
 2 = mhtsteam2@scotland.gsi.gov.uk  
 3 = mhtsteam3@scotland.gsi.gov.uk  
 CORO = mhtscoroteam@scotland.gsi.gov.uk

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

Mental Health Tribunal for Scotland, *West Team / East Team / CORO Team*, Hamilton Business Park, Caird Park, Caird Road, Hamilton  
ML3 0QA

or **Fax** - Print the form and fax it to 01698 390 010

### **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.

If the option that a curator ad litem may be required is selected then the party making the request should complete the *request for a curator* form. This motion will be considered by a Convener at a standing tribunal or by the full tribunal.

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 special considerations and 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.