



**REFERRAL FORM**

**Melbourne Magistrates' Court**

**FAILURE TO COMPLETE ALL SECTIONS AND PROVIDE DOCUMENTATION MAY RESULT IN DELAYS DURING THE ASSESSMENT PROCESS AND THE ABILITY TO RESPOND APPROPRIATELY**

REFERRER'S COMPLETION CHECKLIST			
<input type="checkbox"/> Charges, summaries and priors attached <input type="checkbox"/> If IVO in place? <i>(please attach)</i> <input type="checkbox"/> Reports relating to presenting needs attached <i>(mental health/psychology/neuropsychological assessments)</i> <input type="checkbox"/> If in custody, bail application booked for same date as CISP assessment <input type="checkbox"/> If on bail, when is client's next court date? _____ <i>(preferably book assessment on same date as court date)</i> <input type="checkbox"/> Leave granted by magistrate <i>(indictable offences under Sch.1 while on bail and/or breaches of court orders)</i> <input type="checkbox"/> Gaol order arranged <i>(if required)</i>			
<b>Internal Use Only</b>	CISP ID Number:	Courtlink Number:	
GENERAL INFORMATION			
<b>Date of referral</b>			
<b>Name</b>			
<b>Date of birth</b>		If client is under 21, has a referral to Youth Justice been made?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		
<b>Client contact number</b>			
<b>Current address (if on bail/summons) or proposed, if released from custody</b>	<input type="checkbox"/> No fixed address		
<b>Has this client identified as ATSI?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	If Yes, does the client request a Koori Case Manager to complete the assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Name of person making this referral?</b>			
<b>What is your relationship to the client? (e.g legal representative)</b>			
<b>What issues or problems are/may be associated with this person? (tick as appropriate and attach reports)</b>	<input type="checkbox"/> illicit drugs <input type="checkbox"/> alcohol <input type="checkbox"/> physical health issues <input type="checkbox"/> intellectual disability <input type="checkbox"/> mental illness/other mental disorder <input type="checkbox"/> acquired brain injury/cognitive impairment <input type="checkbox"/> family violence		<input type="checkbox"/> suicidal ideation or self-harm <input type="checkbox"/> problem gambling <input type="checkbox"/> homelessness <input type="checkbox"/> long-term accommodation <input type="checkbox"/> physical disability <input type="checkbox"/> anger / conflict management <input type="checkbox"/> Other:
<b>Legal representative contact details (if legal representative / firm is making referral please sign and date on page 2)</b>	Name:		
	Address:		
	Phone:	Email:	
<b>Is the person's usual legal representative aware of this referral?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Is the client aware of the referral?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>If the referred accused is remanded in Corrections custody, are there any reasons why a CISP assessment could not be conducted via videolink.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Reasons:		

<b>LEGAL INFORMATION</b>			
<b>Has this person also been referred to other court service?</b>	<input type="checkbox"/> CCS <input type="checkbox"/> Youth Justice <input type="checkbox"/> Forensicare <input type="checkbox"/> Koori Court <input type="checkbox"/> ARC List <input type="checkbox"/> CROP ( <i>If client has been assessed by CROP, client cannot be assessed by CISP</i> )		
<b>Is an interpreter required?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", what language?	Have you booked an Interpreter been booked? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>When is this person's next court appearance?</b>	Dates:		
	Reason:		
	If in custody, has a bail application and gaol order been arranged? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>If this person is in custody, is there any reason why a video link assessment would not be appropriate? eg. cognitive deficits, suicidal ideation, language/cultural barriers etc.</b>			
<b>Does this person have any current court orders?</b>	<input type="checkbox"/> None <input type="checkbox"/> CCO	<input type="checkbox"/> Suspended sentence <input type="checkbox"/> Parole	Parole completion date: <b>(Nb. CISP cannot case manage people on parole)</b>
<b>The person is currently:</b>	<input type="checkbox"/> In Custody <input type="checkbox"/> On Bail <input type="checkbox"/> On Summons <input type="checkbox"/> Appeal Bail		
	If in custody how long for? If on appeal bail, date of appeal?		
<b>Are there any actions for breach of bail or a court order?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes state whether:</i> <input type="checkbox"/> Bail <input type="checkbox"/> CCO <input type="checkbox"/> Suspended sentence <input type="checkbox"/> Parole	
<b>Has the Magistrate been made aware of the potential breach?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Magistrate	
<b>What charges are currently listed against this person?</b>	Charges:		
	Date charged:		
	Court where charges listed:		
	Informant name:		
<b>If the accused is in custody?</b> <i>Note: If the accused is on bail please do not complete this section</i>  <i>(If "yes" to any of these questions, the Magistrate will need to grant approval before an assessment proceeds)</i>	Is the accused alleged to have committed a serious or significant indictable offence while on bail? (Sch. 1, <i>The Sentencing Act 1991</i> )		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is the accused alleged to have committed an offence while on a suspended sentence?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is the accused alleged to have committed an offence while on a community corrections order where treatment is a component?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is the accused currently subject to an interstate order?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is there a current, or pending Intervention Order in place? (If "yes", please attach)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent	Details:
<b>Details of previous Intervention Orders'</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent	Details:
<b>NB: In addition to the above situations, CISP may require leave to be sought from a magistrate where charges present a high risk.</b>			
<b>Please give any further details about why this referral has been made. (i.e. support worker/case manager if the client has current support in place)</b>			
Name of Referrer:			
Contact phone:		Email:	
Signature:		Date:	