

**COURT REQUEST FOR A PSYCHOLOGICAL/PSYCHIATRIC ASSESSMENT (NOT A COURT ORDER AS PART OF THE PSR)**

**Court Registry**

**Requesting a Psychological/Psychiatric Assessment and providing Documentation**

The administrative process for a psychological/psychiatric assessment request commences with the Court Registry preparing a “Pre-Sentence Report & Psychological/Psychiatric Assessments’ form (PSR & P/PA form). The Court Registry indicates on the form that an assessment has been requested.

The Court Registry sends copies of the PSR & P/PA form, indicating that a psych assessment has been requested, the Information or Indictment and the Record of Proceedings, to the Crown Counsel Office, Community Corrections and the FPSC Clinic.\*

**Receiving, filing and distributing a Requested Psychological/Psychiatric Assessment:**

The FPSC Clinic will complete and submit the psychological/psychiatric assessment to the Court Registry at least five business days prior to the sentence hearing date and the Court Registry files it.\*\* The Court Registry distributes filed copies of it to the Judge, the Crown counsel and the defence counsel on or before the sentence hearing date.

**Delay of a Requested Psychological/Psychiatric Assessment – Late and unavailable until after the original Sentencing Hearing Date**

If the FPSC Clinic cannot complete the requested psychological/psychiatric assessment by the sentence hearing date, the Court Registry receives a letter from the FPSC Clinic, addressed to the Judge, seeking more time, at least five business days prior to the sentence hearing date. The Court Registry files the letter and sends copies of it to the Judge, the Crown counsel and the defence counsel. The Crown or the defence may apply to adjourn the sentence hearing and if the Court decides to adjourn, the Court Registry sends a message to the FPSC Clinic advising them of the new sentence hearing date. The psychological/psychiatric assessment will be produced before the new sentence hearing date and when the Court Registry receives and files it, it will distribute copies to the Judge, the Crown counsel and the defence counsel on or before the new sentence hearing date.

**No Psychological/Psychiatric Assessment Done**

Because no court order has been made, if the offender decides not to participate, the FPSC Clinic will send a letter to the Judge indicating that the offender has chosen not to participate and that an assessment cannot be done. The Court Registry receives and files the letter and distributes copies to the Judge, the Crown counsel and the defence counsel on or before the sentence hearing date.

\*Depending on established local practices, the Court Registry may send its package along with the package being sent by the Crown Counsel Office to the FPSC Clinic.

\*\*The Court Registry makes copies of the psychological/psychiatric assessment document, which are also filed.