

REQUEST FOR TRANSPORT COVERSHEET

Case Number: _____

Instructions for Petitioner:

Petitioner must fill out the *Respondent Information* section of this form.

Instructions for Law Enforcement:

1. **Locate and transport respondent** to the facility designated in the *Request for Transport and Service* section. If unable to locate the respondent within the seven (7) days, you must still complete the *Return of Service* section and file it with the court immediately.
2. **Serve the respondent** with copies of the documents noted in *Request for Transport and Service* section.
3. **Complete the *Return of Service*** section at the bottom of this form and file it with the court immediately when either a) the respondent has been located and transported, or b) the transport order expires.

Instructions for Court Clerks:

1. Confirm the second page of this MC-306, *Request for Transport* form is complete:
 - a. Petitioner completed the *Respondent Information* section; and
 - b. Judge completed the *Request for Transport and Service* section.
2. Copy the MC-306 for the case file and docket it using the CourtView Alert screen. The Alert screen automatically creates two dockets: 1) the **PI** - Process Issued docket (the clerk must complete information in the docket text), and 2) the **MC306** Request for Transport and Service docket. **Important:** Since the order automatically expires after 7 days, a future Cancel Date must be entered in the Alert Screen.
3. Provide the original MC-306 to law enforcement together with copies of the documents designated in *Request for Transport and Service* section.
4. After law enforcement returns the MC-306 with the return of service completed:
 - a. If the respondent was located and transported, update the Alert screen. The Alert screen will create the ROS Return of Service docket. Important: Enter the Date of Service in the docket description.
 - b. If the transport order expired prior to the respondent being located, docket the Return of service using docket code ROSU Return of Service – Unserved. Note: It is not necessary to update the Alert screen.

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA

AT _____

In the Matter of the Necessity)
for the Hospitalization of:)

) Case No. _____

Respondent.)

Date of Birth: _____)

REQUEST FOR TRANSPORT AND SERVICE, AND RETURN OF SERVICE

REQUEST FOR TRANSPORT AND SERVICE

Law enforcement shall locate and transport respondent to Alaska Psychiatric Hospital or the following facility: _____ and provide respondent with copies of the following:

- MC-305, *Order Authorizing Hosp. for Eval.* MC-300, *Order for Screening Investigation*
- MC-405, *Notice of Rights* *Screening Investigation Report*
- MC-100, *Petition for Order Authorizing Hosp. for Eval.* _____

These directions expire seven (7) days after the MC-305, *Order Authorizing Hospitalization for Evaluation* was entered unless otherwise ordered by the judge.

RESPONDENT INFORMATION

First name _____ Middle initial _____ Last name _____

Gender _____ Race _____ Height _____ Weight _____ Hair _____ Eyes _____

ID/Driver's license # _____ State _____

Respondent's location _____

Respondent's phone number _____

Address _____ City _____ Zip _____

Physical characteristics (clothing, scars, other identifiable marks) _____

Is there anyone else at the residence? No Yes If yes, relationship? _____

Are there weapons at the residence? No Yes If yes, what kind? _____

Is respondent taking any medication? No Yes If yes, what kind? _____

Describe any history of violence _____

Information provided by _____	Telephone No. _____
Contact person _____	Telephone No. _____

RETURN OF SERVICE *[To be completed by law enforcement once respondent transported or order expires.]*

I certify that:

the transport order expired prior to the respondent being located.

on _____, I picked up the respondent at the following address:

_____ and transported the respondent to Alaska Psychiatric Hospital _____.

I further certify that I gave respondent copies of the documents listed above.

Comments: _____

Return Date: _____

Signed: _____

Printed Name: _____

Title/Agency: _____