



Attorney Check List

Montgomery County Veterans Treatment Court
www.montgomerycountyvtc.org

Attorney Points of Contact

Edward Moss, Director
elmoss@mcgtn.net

Tiffany Anderson, Court Liaison
taanderson@mcgtn.net

(931) 245-3180

- Attorney & client discuss whether to pursue admission to VTC
- Client reads VTC handbook and informs attorney of their decision
- Attorney completes application and discusses application with District Attorney. It is imperative this is done in a timely manner, as necessary background checks can take several weeks to be completed and returned. Applicants are unable to be voted upon without this information.
- District Attorney verifies applicant's eligibility for VTC (DA is a voting member of the VTC team and will vote on acceptance into program)
- If DA agrees to VTC consideration, attorney leaves front page of application with DA for NCIC. It is the attorney's job to check in on status of NCIC and to obtain DA's signature on application upon agreement.
- Client must attend VTC Orientation, which are held at 11:00 am on the 1st Monday of each month in the Alternative Dispute Resolution Room (ADR) (attorneys are welcome to attend)
- Attorney discusses contract with client and confirms that client still wants to enter VTC. If client agrees to the conditions of the court, the client signs their contract.
- Attorney gathers remaining necessary documents (DD 214 or Enlisted Record Brief (ERB)/Officer Record Brief (ORB) and copies of warrants, victim's statement if applicable, and completed judgment forms) and submits with completed/signed application to **VTC Director or Court Liaison as soon as possible.**
- Once the application is complete and attendance at VTC Orientation is confirmed, VTC Director presents application to the VTC team
- VTC Team considers the application and votes whether to accept client with the proposed disposition (Voting sessions take place on the last Tuesday of every month)
- Attorney and client appear in courtroom 210 the last Tuesday of the month at 1:45 and are informed of the VTC's decision.
- The referring attorney is relieved until program completion or removal from the VTC program. Referring attorney will be responsible for all necessary diversion and expungement related forms and documents upon completion of VTC program.
 - If your client has an Implied Consent charge – be prepared to plea on this charge upon entry to the VTC program. Please have judgment form prepared and ready on voting/acceptance day.**