



Attorney Check List

Montgomery County Veterans Treatment Court
www.montgomerycountyvtc.org

Attorney Points of Contact

David Smith, Director Chelsey Anderson, Court Liaison
ddsmith@montgomerytn.gov cnanderson@montgomerytn.gov
(931) 245-3180

- Attorney and client discuss whether to pursue admission to VTC.
- Client attends orientation and completes a risk assessment with VTC.
- Client informs attorney of their decision to join the VTC program.
- Client fills out and application with their attorney. Their application, DD-214 or STP (Soldier Talent Profile), and their warrant must be submitted to the VTC via the Court Liaison. (cnanderson@montgomerytn.gov)
- Once the risk assessment has been completed and a complete application has been submitted it will be reviewed by the VTC Director and then submitted to the District Attorney's office.
- The District Attorney will process the application for NCIC and determine eligibility for the client. The District Attorney will provide an offer for the client and then the VTC Court Liaison will be notified once an offer has been written.
- Once the Court Liaison receives an offer for the client it will be scanned and sent over to the respective attorney's office and the client will be contacted to let them know an offer has been received and they can review it with their attorney.
- Once an offer has been reviewed and accepted the Court Liaison will be notified and a date will be set for the client to start the VTC program.
- On the selected start date the VTC Team will review the client's application at their team meeting prior to court and vote for the client to join the program.
- Attorney's will need to attend court the day their client comes into the 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.**