

# Supreme Court of Virginia- Office of the Executive Secretary

## Guidelines for Involuntary Civil Commitments and Related Mental Health Proceedings – Necessary Expenses



- I. PURPOSE: Establish guidelines for the payment of necessary expenses submitted on Form DC-60 INVOLUNTARY ADMISSION HEARING INVOICE.
- II. APPLICABILITY This guidance document applies to the following individuals who utilize Form DC-60 INVOLUNTARY ADMISSION HEARING INVOICE, to request payment of fees and expenses for involuntary civil commitments and other related mental health proceedings:
- Any special justice, retired judge sitting by designation pursuant to § 16.1-69.35, retired judge sitting pursuant to § 16.1-69.22:1, or any district court substitute judge
  - Any physician, psychologist or other mental health professional, or any interpreter appointed for persons who are deaf, who is not regularly employed by the Commonwealth
  - Any qualified evaluator as defined in § 16.1-336 who is not regularly employed by the Commonwealth
  - Any attorney appointed to represent a respondent

### III. DEFINITIONS:

Necessary Expenses Professional expenses incurred by appointed individuals while performing duties specifically related to involuntary civil commitments and related mental health proceedings as set forth on Form DC-60 INVOLUNTARY ADMISSION HEARING INVOICE.

### IV. RELATED DOCUMENTS AND LINKS

- [Chart of Allowances](#)
- [Judicial System Travel and Meals Policy](#)

### V. ALLOWABLE AND DISALLOWED EXPENSES:

Allowable Expenses*	Disallowed Expenses
<ul style="list-style-type: none"> <li>• Charges for Copies (not to exceed \$0.50 per copy)</li> <li>• Mileage - Current rate posted to <a href="#">Judicial System Travel and Meals Policy</a></li> <li>• Parking</li> <li>• Tolls</li> <li>• Postage</li> </ul> <p>Allowable Expenses must be itemized when requesting reimbursement. A receipt should also be included for any reimbursement request over \$20.00.</p> <p>*For any interpreter appointed for persons who are</p>	<ul style="list-style-type: none"> <li>• Fees to upgrade from self-parking to valet parking</li> <li>• Legal Research Expenses</li> <li>• Office Overhead Expenses</li> <li>• Office Supplies (Paper, Toner, etc.)</li> <li>• Staff Time</li> <li>• Travel expenses other than mileage, parking, and tolls</li> <li>• Digital data storage devices used to submit audio recordings to the court, such as CDs, thumb drives, and tapes. Upon request to <a href="mailto:purchasing@vacourts.gov">purchasing@vacourts.gov</a>, CDs will be provided to special justices free of charge.</li> </ul>

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deaf, who is not regularly employed by the Commonwealth, necessary expenses shall be paid in accordance with the current Memorandum of Understanding between the Virginia Department for the Deaf and Hard of Hearing and the Office of the Executive Secretary of the Supreme Court of Virginia.	
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Questions about expenses not outlined above should be directed to [fiscalap@vacourts.gov](mailto:fiscalap@vacourts.gov) before submission for reimbursement.