

**SIX-MONTH REPORT TO COURT  
REVIEWING CONDITIONAL RELEASE OF INSANITY ACQUITTEES  
INSTRUCTIONS FOR COMPLETING THE FORM:**

**GENERAL GUIDANCE:**

- Report is submitted to the NGRI judge of jurisdiction. If there are two or more courts of jurisdiction, one report should be addressed to all judges or separate reports can be submitted to each NGRI judge of jurisdiction.
- The report should be completed and submitted every 6 months after the acquittee is placed on conditional release.
- Read the currently approved conditional release plan carefully. Do not assume that any of the general or special conditions have been modified or deleted unless you have a court order or letter from the NGRI judge of jurisdiction confirming that status. If the court has deleted or modified a condition, label that status in the comment section. If the conditional release plan was written so that the CSB has the authority to discontinue a service, only then it is allowed to discontinue the condition without the court's specific approval. Note the 2 distinctions appropriately in the comment section.
- Don't use local names of programs, i.e., Rainbow House or abbreviations, i.e., ACR. Describe the program type instead, i.e., club house, detox program, adult home, etc.
- The 6-month report to the court does NOT substitute for the monthly report.
- The reporting form is available on disk for your convenience.

**SPECIFIC INSTUCTIONS FOR THE FORM:**

1. TO – Complete the name(s) of the NGRI judge(s) of jurisdiction and their address (es).
2. DATE – Complete the date that the report is written.
3. RE– Complete the full name of the acquittee, the court case number and the date of the conditional release order.
4. **CONDITIONS OF RELEASE – Complete all the general and special conditions of release in this section.**  
A.) GENERAL CONDITIONS OF RELEASE - Read the currently approved conditional release plan and write/type all general conditions in detail and by their number on the left side column. If the general conditions are not written/typed in their entirety, write/type meaningful phrases for each general condition that represents the court's intent of the general conditions.

Check off “never”, “sometimes”, or “always” to describe the acquittee's compliance with each general condition of their release.

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Write/type in comments as needed to describe the acquittee's compliance with each general condition of their release.

If you condense the wording of the general condition on the report, ensure that your version of the condition still represents the Court's intent and that it can be appropriately answered by the choices – “never”, “sometimes” or “always”. Do not just write/type in a number without a description of the general condition. Do not just write/type in that “all general conditions are fine”.

**B.) SPECIAL CONDITIONS OF RELEASE** – Read the currently approved conditional release plan and list all special conditions in detail and by their number on the left side column. If the special conditions are not written/typed in their entirety, write/type meaningful phrases for each special condition that represent the court's intent for the special conditions.

Check off “never”, “sometimes”, or “always” to describe the acquittee's compliance with each special condition of their release.

Write/type in comments to describe variations in the acquittee's compliance with each special condition of their release.

If you condense the wording of the special condition on the report, ensure that your version of the condition still represents the Court's intent and that it can be appropriately answered by the choices – “never”, “sometimes” or “always”. Do not just write/type in a number without a description of the special condition. Do not just write/type in that “all special conditions are fine”.

5. **OTHER COMMENTS ON ACQUITTEE'S PROGRESS AND ADJUSTMENT IN THE COMMUNITY** – This is the opportunity to complete more information about the acquittee's progress, lack of compliance, or maintenance of effort with the conditional release plan. It also provides space to remark on other factors that influence the acquittee's overall adjustment in the community.
6. **CSB RECOMMENDATION TO THE COURT** – This section is very important and delineates the four recommendations that can be made to the court. The case manager can make only one recommendation to the court. It may be helpful to discuss your report and recommendation with your supervisor and/or NGRI Coordinator before submitting to the court. In most cases, it is appropriate to share your recommendation with the acquittee.

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7. IF MAKING A REQUEST, PROVIDE SPECIFICS OF REQUEST AND RATIONALE – Complete any details concerning a request of the court. A request would be required anytime you have made the recommendation of “modify the current conditional release order”, “revoke conditional release”, or “remove conditions of release”.
8. SIGNATURE – The case manager should sign their name. It is also recommended to add the credentials of case manager, i.e., LPC, MSW, BS, RN, etc.
9. NAME – The case manager should print/type their name.
10. ADDRESS – Print/type the name of the CSB and the mailing address of the case manager.
11. PHONE AND FAX NUMBERS – Print/type the phone number and the fax where the case manager can be reached.
12. XC - The acquittee’s attorney, the attorney for the commonwealth and the Forensic Office of DBHDS should receive a copy of this report every 6 months. If there is more than one NGRI judge of jurisdiction, send to all defense and commonwealth attorneys involved.

**OTHER INFORMATION:**

- Only fax **or** mail the Six Month Report to Court Reviewing the Conditional Release of Insanity Acquittee. Do not send the report by both mail and fax.

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- **QUESTIONS OR CONSULTATION???** Call Kathleen Sadler at 804-786-8044

