

Checklist for forms to appoint a physician to examine the respondent

- You must complete a form before you file it. These instructions will help you complete the forms.
- The judicial services representative cannot complete a form for you.
 - Attach a copy of any document referred to in the form.
 - Keep a copy of all documents for your records.
 - Attend all court hearings.
 - Some forms may not apply in your case.
 - Check with your court about local requirements.

(1) Request for Order to Examine Respondent

- Print your name and contact information at the top of the first page. Check whether you are the petitioner, the respondent or an interested person, or the attorney for the petitioner, respondent or interested person.
- Print the county name and the court address on the blank lines. Complete the heading exactly as it appears in the petition.
- Paragraph (1): Print name of the proposed examiner and the state in which s/he is licensed.
- Paragraph (2): Print why you think the examination is needed.
- Date and sign the form.
- Attach the Order Appointing Physician to Examine the Respondent.

(2) Order Appointing Physician to Examine the Respondent

- Print your name and contact information at the top of the first page.
- Print the county name and the court address on the blank lines. Complete the heading exactly as it appears in the petition.
- Paragraph (3): Print name of the proposed examiner and the state in which s/he is licensed.
- File the form with the Request for Order to Examine Respondent.
- After the judge signs the order, serve it on the respondent's attorney. [URCP 5](#) governs service, but the judge might sign the order at the hearing, and the respondent's attorney should be present.
- Complete and file the Certificate of Service.

(3) Report on Clinical Evaluation

- Deliver to the examining physician:
 - a copy of the order (if the examination is ordered by the judge) along with any instructions from the judge;
 - blank report form “Report on Clinical Evaluation” for the examining physician to complete; and
 - instructions to the physician who examines and evaluates the respondent.
- The physician will evaluate the respondent, complete the report form, and deliver the report to the person who requested the examination.
- That person must:
 - File the original form with the judicial services representative.
 - Serve the respondent’s attorney.
 - Complete and file the certificate of service, unless the form is served with the petition.