



Uploading documents for Tribunal hearings

A guide for health services about uploading documents for Mental Health Tribunal hearings

For each hearings to be conducted by telephone or videoconference, the Tribunal will share access to a document folder with the health service asking for documents to be uploaded **at least 2 days before the hearing**. Also ensure the patient is given a copy of the report and access to their file by then.

What documents to put in each sub-folder

| Folder | Documents to upload |
|--|---|
| Legals | <ul style="list-style-type: none"> • Application(s) to the Tribunal - such as the Authorised psychiatrist's application for Treatment Order or Application for ECT. Note: Applications to deny access to documents go in a separate folder (see 4. below) • Patient's current order that establishes the Tribunal's jurisdiction (Temporary Treatment Order or Treatment Order) • Variation from Community Treatment Order to Inpatient Treatment Order within last 28 days • Nominated Person forms • Client management interface (CMI) legal status history |
| Report | <ul style="list-style-type: none"> • The report for the main hearing as specified in Practice Note 1 • Advance statement • Service plan / recovery action plan / treatment plan |
| Progress notes | <p>Community patients – progress notes covering the last three medical reviews with the treating team</p> <p>Inpatients who have been detained for three months or more – progress notes covering the last two months</p> <p>All other inpatients – progress notes covering the current admission.</p> <p>Also provide any of these documents you have:</p> <ul style="list-style-type: none"> • Allied health, neuropsychiatric, neuropsychological, risk and/or forensic assessments • Relevant organic screening • Reports of adverse events – e.g. critical incidents • Most recent discharge summary • Crisis and Assessment Treatment Team or equivalent entries • Second psychiatric opinion • ECT referral documents • Medication chart • Any other documents that reflect the patient's views and preferences |
| Application to deny access to documents | <ul style="list-style-type: none"> • MHT 30 Application to deny access to documents • All documents subject to the application to deny access to documents. |

Labelling documents

Label each document (or bundle of documents) with the patient's initials, UR number and document type.

For example:

- AB 123456 – MHT 3 Report
- AB 123456 – Legals (Temporary Treatment Order, Treatment order and variations can be bundled together)
- AB 123456 – Progress Notes
- AB 123456 – CMI legal status history
- AB 123456 – Forensic Report
- AB 123456 – Second Psychiatric Opinion

Document format

- All documents should be in **PDF format**.
- **Do not password protect any documents**. The Tribunal's SharePoint site is secure and was approved by the Department of Health and Human Services Cyber Security Management Team.
- **Progress notes must be** provided in **chronological order**.
- **You can bundle progress notes together**. If the bundle is over 50 pages you must **add bookmarks** indicating the date and type of for each document in the PDF to make it easy for Tribunal members to identify documents and navigate to them.

How to bookmark and edit PDFs of bundled progress notes

The Tribunal recommends using Adobe Acrobat to bookmark and if necessary arrange documents in PDF files containing bundles of progress notes over 50 pages.

The following pages of the Adobe Acrobat website includes instructions on how to:

- [create and edit bookmarks to index documents in a PDF file](#)
- [reorder pages in a PDF to chronological order](#)
- [combine files into a single PDF document](#).

Need Help?

If you have any questions you can email registry@mht.vic.gov.au.