



# How to Generate a Mental Health Commitment Form

➤ This reference guide assumes that the person has been adjudicated as incapacitated

## 1. Search for the case

On your Dashboard, click in the **Case File No** field, enter the number for the case and press *[Enter]* on your keyboard.

**Find a Case**

\* Case File No:

[Advanced Search](#)

Incapacitated Person	Case Actions			Documents	
Case Actions	Action Date/Time	Case Action			
Guardians	08/02/2021 09:49 AM	Petition for Adjudication of			
Other Case Participants	08/17/2021 09:53 AM	Final Decree - Adjudication			
Attorneys					
Reports					

## 2. Access the Mental Health Commitment Form Data screen

In the Case Actions tab of the GTS Case screen, click the Print MH Commitment icon above the Case Actions grid.

## 3. Complete the information for the form

In the Mental Health Commitment Form Data popup, some fields are populated from the case details and participant record. Complete any remaining fields as needed.

**Mental Health Commitment Form Data**

Adjudication Date:

Last Name:

First Name:

Middle Name:

Generation:

Maiden Name:

Alias:

Date Of Birth:

SSN:

Sex:

Race:

Height Feet:

Height Inches:

Weight:

Hair:

Eyes:

Address:

Judicial Authority:

## 4. Click SAVE

