

Firearms Reporting for Mental Health Commitments

Chapters [9.41](#) and [10.77](#) RCW requires that courts report commitments for mental health treatment, including competency restoration treatment, to the National Instant Criminal Background System (NICS) and Washington State Department of Licensing (DOL). The reporting must be completed within three judicial days following entry of the commitment order. The NICS Index is a database of persons prohibited from receiving firearms under the Brady Handgun Violence Prevention Act of 1993 (Public Law 103-159).

NICS requires that the data reported under this law be submitted electronically. They have a very strict data transmission format. Additionally, NICS requires that data be submitted through a central contact. For these reasons, the AOC developed the Firearms Reporting for Mental Health Commitments Web application. This Web application must be used by courts entering orders of commitment in order to satisfy the reporting requirements per statute.

Beginning in 2012, an additional data connection was set up to allow WA State Department of Licensing (DOL) to receive the same report as NICS, using this application.

Full instructions for using the Reporting Tool for Mental Health Commitments is at the bottom of this page.

Firearms Reporting for Mental Health Commitments Web Application

In order to access the Firearms Reporting for Mental Health Commitments Web application, you must be signed into the Inside Courts website. It is located on both the [Court Management](#) page and the [Reports](#) page within Court Resources. The program will recognize the user's RACF ID and pre-fill the court name and ORI number within the application. Detailed instructions for using the web application are available on the case entry page of the application on [Inside Courts](#).

Superior Courts (includes cases involving juveniles)

Entry of any of the following orders requires submission of the notice to NICS for each case:

ORDT14 - ORDER OF DETENTION/14 DAY COMMITMENT

ORDL14 - ORDER OF DETENTION/14 DAY LESS RESTRICT ALTERNATIVE

***ORDT14C ORDER OF DET 14 DAY COMMITMENT MENTAL & SUB USE COMBINED

ORDT90 - ORDER OF DETENTION/90 DAY COMMITMENT

ORDL90 - ORDER OF DETENTION/90 DAY LESS RESTRICT ALTERNATIVE

***ORDT90C ORDER OF DET 90 DAY COMMITMENT MENTAL & SUB USE COMBINED

***ORDL90C ORDER OF DET 90 DAY LRA MENTAL & SUB USE DISORDER COMBINED

ORDT180- ORDER OF DETENTION/180DAY COMMITMENT

ORDL180- ORDER OF DETENTION/180DAY LESS RESTRICT ALTERNATIVE

***ORDT18C ORDER OF DET 180 DAY COMMITMENT MENTAL & SUB USE COMBINED

***ORDL18C ORDER OF DET 180 DAY LRA MENTAL & SUB USE DISORDER COMBINED

ORDL1Y- ORDER OF DETENTION/1 YEAR LESS RESTRICT ALTERNATIVE

***ORDL1YC ORDER OF DET 1 YEAR LRA MENTAL & SUB USE DISORDER COMBINED

JDARI – JUDGMENT OF AQUITTAL BY REASON OF INSANITY

AOTL90 - ORDER OF DETENTION 90 DAY ASSISTED OUTPATIENT TREATMENT

***AOTL90C ORDER OF DET 90 DAY AOT MENTAL & SUB USE DISORDER COMBINED

AOTL180 - ORDER OF DETENTION 180 DAY ASSISTED OUTPATIENT TREATMENT

***AOT180C ORDER OF DET 180 DAY AOT MENTAL & SUB USE DISORDER COMBINED

NTIPF (Related to Mental Health Commitment for Treatment)- NOTICE OF INELIGIBILITY TO POSSESS FIREARMS

CROR - ORDER FOR COMPETENCY RESTORATION TREATMENT

CRORIP - ORDER INPATIENT COMPETENCY RESTORATION

CROROP - ORDER OUTPATIENT COMPETENCY RESTORATION

ORDSMIN - ORDER OF DISMISSAL INCOMPETENCY WITH A FINDING OF PRIOR VIOLENT ACTS

NICS notification is also required for the following orders of commitment entered during competency proceedings in criminal cases:

- The court orders a defendant who is charged with a felony and has been determined to be incompetent to undergo evaluation and treatment for up to 90 days or for up to 45 days, which may be extended for an additional 90-day period. (This order would be part of the criminal proceedings.)
- For persons charged with a felony, at the hearing upon the expiration of the second restoration period or at the end of the first restoration period if the defendant has a developmental disability, if the court enters an order committing a defendant charged with a felony for up to six months when the criminal charges are not dismissed and the court or jury finds that (a) The defendant (i) is a substantial danger to other persons; or (ii) presents a substantial likelihood of committing criminal acts jeopardizing public safety or security; and (b) there is a substantial probability that the defendant will regain competency within a reasonable period of time. See RCW 10.77.086.
- For persons charged with a non-felony and charges are dismissed due to incompetency and a finding is made a person has a history of one or more violent acts.

District/Municipal Courts

NICS notification is required for criminal cases for the following:

- Entry of the Order of Commitment-Competency Restoration Treatment requires submission of the notice to NICS for each case. The [Case Condition Code CRT](#) - Order for Commitment - Competency Restoration Treatment must be entered on the case to have it be available for reporting in the web application.
- Entry of a judgment of Dismissed due to incompetency with a finding of a history of prior violence acts. [Finding/Judgment Codes](#) of **D**, **DW**, or **DO** with a [Dismissal Reason Code](#) of **DI**.
- Entry of a finding of Not Guilty by Reason of Insanity - [Finding/Judgment Code NS](#).

Full instructions to use the Reporting Tool are on the next page.

Firearms Reporting for Mental Health Commitments Instructions

Access the Firearms Reporting for Mental Health Commitments Web application at:
<http://inside.courts.wa.gov/index.cfm?fa=cntlFireArms.home>.

1. Case Input

Firearms Reporting for Mental Health Commitments

Court: East Superior Court
Court ORI: WA006015J

Case Number: (1)

(2)

Case Number: **LEA** **Type**

(CLJ Example) (Case Number, LEA, and Type are all Required)

[Review cases that have been reported to NICS and DOL-Firearms](#)
[Review cases that are pending and will be reported tonight](#)

Site Map | eService Center | Search

The application recognizes the user's ID and pre-fills the court name and Court ORI.

1. Enter Case Number.
 - Superior Courts only have to enter the numbers, the system automatically adds the dashes in the case number.
 - Courts of limited jurisdiction must also select a Law Enforcement Agency and Case Type in the drop down menus.
2. Click <**SUBMIT**>.

Result: Firearms Reporting for Mental Health Commitments Web Page returns with Name and order information already prefilled when specific docket codes have been used.

2. Case Information

Note: Any change(s) made to the prefilled information on the Web page does not update the information in JIS/SCOMIS.

Firearms Reporting for Mental Health Commitments

Court Information

Court: East Superior Court
 Court ORI: WA006015J

Case Information

Case Number: 09-6-00465-7

Name:

Order Date: 1

Commitment Length: (i.e. 14 days, 1 month, etc.) 2

Date of Birth: 3

Sex: Male Female 4

Race: 5

6

Note:

- Name and order information are extracted from JIS/SCOMIS when possible.
- Changes made to any information on the form, will **NOT** be used to update JIS/SCOMIS. It is collected strictly for the purpose of forwarding commitment information to NICS and DOL-Firearms.

Site Map | eService Center | Search

1. Verify or enter date of commitment order. (This field is prefilled if specific docket codes are used in Superior Court cases or if the CRT Case Condition code is used in CLJ.)
2. Verify or enter commitment period reflected in the order. (This field is prefilled if specific docket codes are used in Superior Court cases.)
3. Verify or enter the date of birth of the respondent or incompetent person.
4. Indicate the sex of the respondent or incompetent person.
5. Select the race of the respondent or incompetent person from the list in the drop-down box.
6. Click <**SUBMIT**>.

Result: Cases to be Reported Web page opens.

3. Cases to be Reported

Firearms Reporting for Mental Health Commitments

Cases to be Reported

The following is a list of cases that will be reported to NICS and DOL-Firearms this evening at 10:00 pm. Once the cases have been reported, an email notice will be sent to clerk.one@east.co.wa.gov. A
Click [here](#) if you would like to change the email address associated with the notice.

Court Information

Court: East Superior Court
Court ORI: WA006015J

| Case Number | Name | Order Period | Order Date | Birth Date | Race | Sex | Entered By | Pending Action |
|--|-------------|--------------|------------|------------|-------|--------|------------|----------------|
| 09-6-00465-7 B | Wirt, Olive | 90 days | 08/10/2009 | 03/09/1969 | White | Female | CLIECSJ | Add |

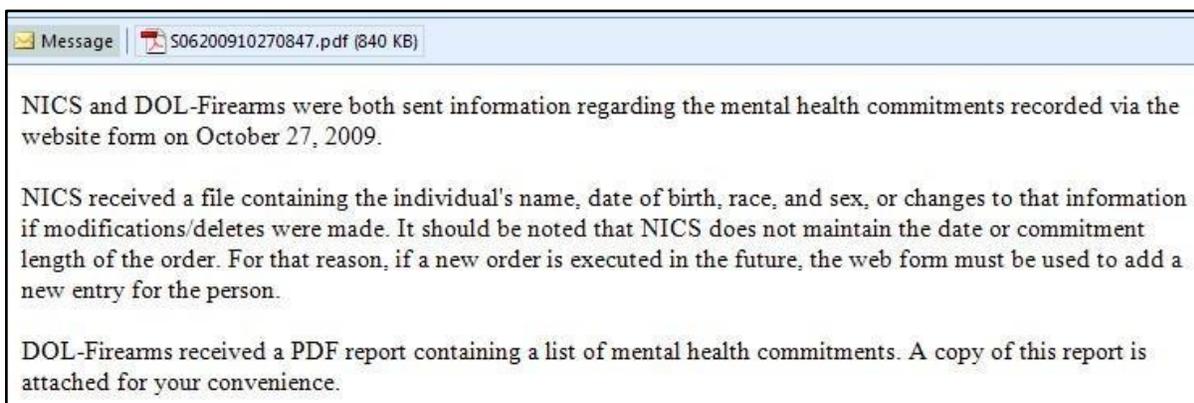
[Return to the Case Input page](#) C
[Review cases that have been reported to NICS and DOL](#) D

Site Map | eService Center | Search

The AOC schedules the report to NICS and DOL-Firearms to run each night at 10:00 p.m.

- A. Successful submission of the report results in a notice e-mailed to the court. The e-mail contact need only be provided one time. A court may change the contact e-mail information by clicking the hyperlink indicated on the page.
- B. Changes to information for a case scheduled to be reported may be made by selecting the case number. The Case Information page displays. Edit information and click **<SUBMIT>**.
- C. Selecting **<Return to Case Input Page>** returns the user to the page to enter another case number (see 1 above).
- D. Selecting **<Review cases that have been reported to NICS and DOL>** returns the user to a display of the list of cases that have been reported to NICS and DOL-Firearms.

The e-mail message forwarded to the court contact contains a PDF attachment that displays a list of the courts cases that were successfully submitted to NICS and DOL-Firearms.



NOTE: In order to open the report generated from this application, your computer must have Adobe Reader Version 7 or higher. A free version can be downloaded via the [Adobe Reader Downloads](#) web page.

The PDF attachment is password protected. A Password dialog box displays when the document is selected.



To obtain the current password that opens the PDF document contact AOC Customer Services at 1-800-442-2169, option 3.

4. Cases that have been Reported

| Firearms Reporting for Mental Health Commitments | | | | | | | | |
|--|----------------------|--------------|------------|---------------------------------------|-------|---------------------------|------------|-------------|
| Cases that have been Reported | | | | | | | | |
| The following is a list of all cases that have been reported to NICS and DOL-Firearms. The NICS Status will be set to either "Accepted" or "Pending". Cases that have been accepted have been loaded to the NICS database. | | | | | | | | |
| Court Information | | | | | | | | |
| Court: | East Superior Court | | | | | | | |
| Court ORI: | WA006015J | | | | | | | |
| Cases Reported During the Current Quarter | | | | [Cases Reported in Previous Quarters] | | [View All Reported Cases] | | |
| Case Number | Name | Order Period | Order Date | Birth Date | Race | Sex | Entered By | NICS Status |
| Reported on 12/17/2009 | | | | | | | | |
| 09-6-00188-8 | Maximus, Dedra M. | 14 days | 12/14/2009 | 04/13/1965 | White | Female | S06AJRO | Pending |
| 09-6-00189-6 | Waterson, Sam | 14 days | 12/17/2009 | 04/29/1981 | White | Male | S06AJRO | Pending |
| Reported on 12/10/2009 | | | | | | | | |
| 09-6-00185-3 | Splitter, Carryanne | 14 Day | 12/07/2009 | 03/08/1961 | White | Female | S06AJRO | Accepted |
| 09-6-00186-1 | Wagoner, Kristina D. | 14 days | 12/09/2009 | 12/19/1979 | White | Female | S06AJRO | Accepted |
| 09-6-00187-0 | Port, Linda Lou | 14 days | 12/10/2009 | 03/03/1973 | White | Female | S06AJRO | Accepted |

Note: Only cases reported during the current quarter appear. Hyperlinks are available to select if needing to view data from previous quarters or to view all cases reported for the court.

Case numbers on the report are hyperlinks. To update or delete information submitted to NICS and DOL, click on the case number. The case information screen opens with two options: Edit or Delete.

Edit/Update the information on the record:

Select <**Submit Change**> to update information to NICS and DOL.

Delete the information from NICS and DOL-Firearms:

Select <**Delete Record**> to request NICS and DOL to delete the record from the index.

Result: Confirm Delete page opens.

Firearms Reporting for Mental Health Commitments

Confirm Delete

Please confirm that case information listed below should be deleted, by selecting one of the delete options. Otherwise click the Cancel Delete button to cancel the delete and return to the case update form.

| Case Number | Name | Order Date |
|--------------|-------------|------------|
| 09-6-00465-7 | Wirt, Olive | 08/10/2009 |

Delete Options: ①

Remove the record from the list of reported cases and notify NICS/DOL-Firearms that the case should be deleted

Notify NICS/DOL-Firearms that the case should be deleted from their system and keep a record of the action

Submit Cancel Delete ②

Site Map | eService Center | Search

1. Select a Delete Option.

- Case numbers entered in error can be deleted from NICS, DOL-Firearms and the “Cases that Have been Reported” list. *It is recommended that the first option be selected for cases entered in error.*
- Case numbers entered properly can be removed from NICS and DOL-Firearms when the rights have been restored. Selecting the second option results in the case number remaining on the “Cases that Have been Reported” list, but changes them to display with a strikethrough.

2. Click <**SUBMIT**> or <**CANCEL DELETE**>.

Result: The “Cases to be Reported” page opens.