



## Minnesota Judicial Branch Policy/Procedures

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<b>Policy Source:</b>	State Court Administrator
<b>Policy Number:</b>	510(b)
<b>Category:</b>	Court Operations
<b>Title:</b>	Psychological Services Examiner Roster Policy
<b>Origination Date:</b>	June 20, 2008
<b>Effective Date:</b>	July 1, 2008; August 1, 2014
<b>Revision Date:</b>	June 12, 2014
<b>Contact:</b>	Director of Court Services Division

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### Psychological/Psychiatric Examiner Services Roster Policy

#### I. POLICY STATEMENT

Whenever a first examiner is required to be appointed by the court and the court does not have or is unable to utilize an employee examiner, or an examiner who is under contract to provide examiner services to the court, court administration shall first attempt to select an examiner who is listed on the statewide roster.

The State Court Administrator shall maintain a statewide roster of psychological/psychiatric examiners for use by judges and court administration. If the court administrator has made diligent efforts to obtain an examiner who is on the statewide roster and none is found to be available, the court administrator may select an examiner who is not listed on the statewide roster and who is otherwise qualified.

The court may, at any time, make further inquiry into the selection of a particular examiner.

Roster information shall include examiner name, professional degree, business name, county of office location, work phone, and email address. The State Court Administrator shall also maintain a public version of the roster, available upon request, with examiner name, professional degree, rate of compensation, county of office location, and business phone. Additional examiner information will be provided to the public upon request pursuant to the Rules of Public Access to Records of the Judicial Branch.

#### II. ROSTER REQUIREMENTS

The Examiner shall submit annually an affidavit verifying he/she is:

- 1) a licensed physician; or
- 2) a licensed psychologist who has a doctoral degree in psychology or who became a licensed consulting psychologist before July 2, 1975;

- 3) in good standing with the appropriate professional licensing board; and
- 4) the carrier of valid malpractice insurance.

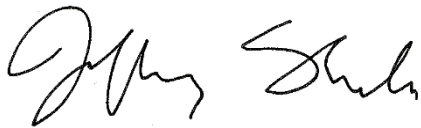
Roster examiners shall:

- 1) Attend an orientation program approved by the State Court Administrator designed to inform the examiner of court process and his or her role in the process; and
- 2) Sign a letter of agreement setting forth the standard payment rate, travel reimbursement rate, and cancellation policy.

### **REVISION HISTORY**

**June 2008:** New procedures to implement Judicial Council Policy 510

**August 2014:** Revised procedures to implement public version of Roster of Examiners

Approval:  _____ Jeffrey Shorba, State Court Administrator  _____ June 12, 2014 Date
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