

TULARE COUNTY SUPERIOR COURT

POLICY AND PROCEDURE FOR PLACEMENT ON MEDICAL EXAMINER'S LIST

JANUARY 1, 2012

I. Required Documentation

All requests for placement on the Tulare County Superior Court's list of Medical Examiners shall be in writing and include the following:

1. A cover letter requesting placement on the court's Medical Examiner's List,
2. A copy of the applicant's current curriculum vitae,
3. A description of the types of evaluations/examinations the medical examiner is willing to conduct,
4. A written acknowledgment that the medical examiner will accept payment for services according to the court's fee schedule.

The request for placement shall be sent to:

Tulare County Superior Court
Room 303, Administration
Attn: Jessica Nevarez
221 So. Mooney Blvd
Visalia, CA 93291

II. Placement Process

Upon receipt of a medical examiner's request and all supporting documents, court administration will verify the examiner's license is valid and in good standing with the California State Medical Board Licensing website at <http://www.mbc.ca.gov/lookup.html>, the California State Board of Psychology Licensing website at <http://www2.dca.ca.gov>, or any other appropriate agency.

If the medical examiner's license is in good standing, the examiner's request and supporting documents shall be forwarded by administration to each bench officer for review and comment. Any comments or objections from a bench officer must be received by administration no later than 10 days after notice to the bench officer.

The medical examiner's request and supporting documents, along with any bench officer comments or objections, shall then be submitted to the Presiding Judge for final review. The Presiding Judge shall either approve or disapprove the examiner's request after reviewing the medical examiner's qualifications to conduct the examinations/evaluations requested.

The medical examiner shall be advised in writing by court administration of the final determination. Administration shall retain proof in writing that the examiner was given notice of the approval.

Administration will update the current list with the medical examiner's name, contact information, and type of examinations the examiner will conduct.

The updated Medical Examiner's List will be distributed to the bench officers and court staff in all divisions.

Medical examiner appointments made by the court are made on a rotational basis.

Contact Information:

Jessica Nevarez

Court Operations Manager

(559) 730-5000 ext. 1337

jnevarez@tulare.courts.ca.gov