

**PROCEDURES FOR FILING APPLICATIONS  
FOR PSYCHOTROPIC MEDICATION (JV-220)  
(Effective April 1, 2021)**

1. To obtain court authorization to administer psychotropic medication to a dependent child or ward in out-of-home placement, the following forms must be completed and filed with the court:
  - A. *Application for Psychotropic Medication* (form **JV-220**);
  - B. *Physician's Statement-Attachment* (form **JV-220(A)**), unless the request is to continue the same medication and maximum dosage by the same physician who completed the most recent JV-220(A); then the physician may complete *Physician's Request to Continue Medication-Attachment* (form **JV-220(B)**); and
  - C. *Proof of Notice of Application* (form **JV-221**).

These three forms comprise the "application packet."

2. The **JV-220** may be completed by the prescribing physician, medical office staff, CWS or Probation staff, the social worker or probation officer, or the child's caregiver.
  - A. If the applicant is **CWS or Probation staff, the social worker, or the probation officer**, the applicant must complete all items on form **JV-220**.
  - B. If the applicant is the **prescribing physician, medical office staff, or the child's caregiver**, the applicant must complete and sign **page 1** of form **JV-220** and then forward the JV-220 to the child's social worker or probation officer. The social worker or probation officer shall review the JV-220 for completeness and accuracy before signing it and preparing the application packet for the court.
3. The prescribing physician must complete and sign form **JV-220(A)** or, if the request is to continue the same medication by the same physician who completed the most recent JV-220(A), then either form **JV-220(A)** or form **JV-220(B)** may be used. The completed form must be given to the child's social worker or probation officer for attachment to the JV-220.
4. The social worker or probation officer must complete form **JV-221** after providing notice as required by California Rules of Court, rule 5.640(c)(10)(C).
5. The social worker or probation officer must deliver the application packet to the drop box for Department 1 at the Meadow Lark courthouse.
6. Juvenile Court Administration will review the application packets for completion. If any required information is missing, the packet will be returned to the social worker or probation officer. If the packet is complete, it will be filed and processed for court review.