

# Firearms Reporting for Mental Health Commitments

Legislation enacted in 2009 under [House Bill 1498](#) modified RCW [9.41.047](#) to require that courts report commitments for mental health 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 that contains information on 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.

## Notice to Department of Licensing

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.

## 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  
ORDT90 - ORDER OF DETENTION/90 DAY COMMITMENT  
ORDL90 - ORDER OF DETENTION/90 DAY LESS RESTRICT ALTERNATIVE  
ORDT180- ORDER OF DETENTION/180DAY COMMITMENT  
ORDL180- ORDER OF DETENTION/180DAY LESS RESTRICT ALTERNATIVE  
JDARI – JUDGMENT OF AQUITTAL BY REASON OF INSANITY

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, which may be extended for a second 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 ninety-day period or at the end of the first ninety-day 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](#).

## District/Municipal Courts

Entry of the Order of Commitment-Competency Restoration Treatment requires submission of the notice to NICS for each case.

**NOTE:** 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.

## 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](#)

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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:** Wirt, Olive  
**Order Date:** 08/10/2009  
**Commitment Length:** 90 days (i.e. 14 days, 1 month, etc.)  
**Date of Birth:** 03/09/1969  
**Sex:**  Male  Female  
**Race:** White  
**Submit**

**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.

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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](mailto: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 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">B</span>	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

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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.

Message |  S06200910270847.pdf (840 KB)

NICS and DOL-Firearms were both sent information regarding the mental health commitments recorded via the website form on October 27, 2009.

NICS received a file containing the individual's name, date of birth, race, and sex, or changes to that information if modifications/deletes were made. It should be noted that NICS does not maintain the date or commitment length of the order. For that reason, if a new order is executed in the future, the web form must be used to add a new entry for the person.

DOL-Firearms received a PDF report containing a list of mental health commitments. A copy of this report is attached for your convenience.

**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								
<b>Court:</b>	East Superior Court							
<b>Court ORI:</b>	WA006015J							
Cases Reported During the Current Quarter				<a href="#">[Cases Reported in Previous Quarters]</a>		<a href="#">[View All Reported Cases]</a>		
Case Number	Name	Order Period	Order Date	Birth Date	Race	Sex	Entered By	NICS Status
<b>Reported on 12/17/2009</b>								
<a href="#">09-6-00188-8</a>	Maximus, Dedra M.	14 days	12/14/2009	04/13/1965	White	Female	S06AJRO	Pending
<a href="#">09-6-00189-6</a>	Waterson, Sam	14 days	12/17/2009	04/29/1981	White	Male	S06AJRO	Pending
<b>Reported on 12/10/2009</b>								
<a href="#">09-6-00185-3</a>	Splitter, Carryanne	14 Day	12/07/2009	03/08/1961	White	Female	S06AJRO	Accepted
<a href="#">09-6-00186-1</a>	Wagoner, Kristina D.	14 days	12/09/2009	12/19/1979	White	Female	S06AJRO	Accepted
<a href="#">09-6-00187-0</a>	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

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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.