

CONFIDENTIAL & RESTRICTED SCREENING INVESTIGATION REPORT COVERSHEET

Case number: _____

Instructions for Screening Investigator:

According to AS 47.30.845, a screening investigation report is a confidential document. To file your report with the court, follow these two steps:

1. Type the date and time your report is emailed to the court:
Date _____ Time _____ am pm
2. Save, attach, and send the following two documents to the email address(es) provided by the court on the *Order for Screening Investigation*:
 - (a) your screening investigation report and
 - (b) this confidential coversheet.

You may not receive confirmation from the court that your report was received. Therefore, you are encouraged to keep a record of your email submission.

Instructions for Court Clerks:

A screening investigation report shall not be distributed to the petitioner. If the court enters an order granting the order authorizing hospitalization for evaluation (MC-305), the clerk shall distribute a copy of the screening investigation report pursuant to the instructions on the last page of that MC-305 order. If a denial order is entered (MC-340), the clerk shall not distribute the screening investigation report.