



# Court Vendor Notice of Interest

## Psychiatrist and Psychologist

### Application Information:

The purpose of this application is to be considered for placement on the Court's Approved Psychiatric/Psychological Doctors Designation List. Each candidate must submit the required documentation listed below for review by the Court's Presiding Judicial Officer or designee.

All documentation must be submitted via email to the Claims Processing inbox at:

**E-mail:** [ClaimsProcessing@fresno.courts.ca.gov](mailto:ClaimsProcessing@fresno.courts.ca.gov)

For any questions, please contact: (559)457-1737

Section 1 must be completed and accompanied by the preliminary documents listed in Section 2. Based upon the documentation provided, the Presiding Judicial Officer will make a determination as to whether the candidate satisfactorily meets the requirements to be placed on the Court's designation list. At the discretion of the Presiding Judicial Officer or designee, an interview may be set to discuss the candidate's qualifications. Each candidate should allow ample time from the date of submission for the Court to review the documentation.

### Section 1: Notice of Interest Application:

Candidate Name	Title
Address	
Phone	Email

### Section 2: Required Preliminary Documentation

- Curriculum Vitae.
- Any certificates, licenses or documents authorizing candidate to perform the job functions.

If the candidate's qualifications are deemed eligible, the Presiding Judicial Officer will authorize a tentative approval and the candidate will continue with Section 3 of the Application Process. If the candidate's qualifications are deemed ineligible, the candidate will defer to the Denial Process Section.

### Section 3:

Once a tentative approval has been authorized by the Presiding Judicial Officer or designee, each candidate will be required submit to a background check.

- The interested candidate will receive a Consent to Release of Information (CRI) Form from the Court's Claims Processing Inbox to authorize the Court to conduct a background check. This form must be completed and returned to the Court as soon as possible.
- Upon processing the CRI, the candidate will receive a Request for Live Scan Service Form from the Court's Claims Processing Inbox with detailed instructions on how to proceed with completing a Live Scan.

Contingent upon the Live Scan Results, an official approval notice will be sent to the interested candidate informing them of the successful completion of the application process.

The candidate will then be added to the Court's Approved Psychiatric/Psychological Referral List. Please note that being placed on this list does not guarantee any set number of referrals and/or work assignments. Placement on the Court's list solely means that the vendor could be referred for services.

### Denial Process

Depending on the information gathered, the candidate's application may be denied by the Presiding Judicial Officer or designee at any time before or after Live Scan Results are received.

If not approved, a letter will be sent to the candidate indicating the reason for denial.