

**Administrative Policy Memorandum 2000-02;
Reporting of Involuntary Hospitalization,
Legal Incapacitation, and Not Guilty By Reason of Insanity Orders**

**Reporting Procedure;
Not Guilty by Reason of Insanity
(MCL 769.16b; MSA 28.903(2))**

Courts entering dispositions of not guilty by reason of insanity must report the order to the Michigan State Police for entry into the Law Enforcement Information Network (LEIN) pursuant to MCL 769.16b; MSA 28.903(2). Upon entry of the order, a copy must be sent to a designated Michigan State Police Post. This requirement is in addition to reporting the disposition to Michigan State Police - Criminal Justice Information Center for entry into the Criminal History Record. The appropriate form is:

MC 207 Commitment Order, Not Guilty by Reason of Insanity

Should the court determine that the LEIN entry should be removed, the court should complete and forward form MC 239 (Removal of Entry from LEIN).