

# Videoconference Request Form

Agency/Department requesting videoconference: \_\_\_\_\_.

Date the following inmate(s) be made available for a videoconference: \_\_\_\_\_.

Inmate Name	Inmate #	Time Start	Approx. Length of Conference	Reason Code	FAX Yes	FAX No

Contact Person (PRINT): \_\_\_\_\_ Contact Person Fax: \_\_\_\_\_

Contact Person Work Phone: \_\_\_\_\_ Agency County/Region: \_\_\_\_\_

Contact Person Cell Phone: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Person E-Mail: \_\_\_\_\_ Signature: \_\_\_\_\_

**Note:**

- \* Operational times 8:00 AM to 4:00 PM, Monday through Friday.
- \* Video conferences should commence no later than 1 hour prior to closing time whenever possible.
- \* Indicate FAX Yes/No if you will be faxing document to inmate on the day of videoconference.
- \* Specify county, region or municipality for agencies with more than one office or site.
- \* All requests must be faxed to appropriate Institution and coordinator **at least 48 hours** (excluding weekends and holidays) prior to requested day.
- \* **No agency or Department** will receive priority in scheduling appointments.

Reason Code

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| <ol style="list-style-type: none"> <li>1. Plea Conference</li> <li>2. Pre-Trial Interview</li> <li>3. Pre- Sentence Interview</li> <li>4. Pending Charges Interview</li> <li>5. Appeal Interview</li> <li>6. Post Conviction Relief Interview</li> <li>7. Post Conviction Sentence Motion Interview</li> <li>8. Witness Interview</li> <li>9. 5-A Interview</li> <li>10. ISP Interview (AOC)</li> <li>11. ISP Interview Public Defender</li> <li>12. Parole Hearing</li> <li>13. U.S. District Court Hearing</li> </ol> | <ol style="list-style-type: none"> <li>14. Municipal Court Hearing</li> <li>15. Family Court Hearing</li> <li>16. Superior Court Hearing</li> <li>17. NJDOC Disciplinary Hearing</li> <li>18. NJDOC Ombudsman Interview</li> <li>19. NJDOC Internal Affairs Interview</li> <li>20. Prosecutor's Office Interview</li> <li>21. Immigration/Extradition Hearing</li> <li>22. Tele-Medicine</li> <li>23. Social Security Administration</li> <li>24. Drug Court / Drug Program</li> <li>25. Client/Attorney Interview</li> <li>26. Other Interview (Specify)</li> </ol> |
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