

# Setting up a call into Tribal Court CINP proceedings for parents incarcerated at Fairbanks Correctional Center



## Procedure for setting up telephonic attorney calls (or to include an incarcerated parent in a CINP hearing):

1. **Must** call at least 24 hours in advance to set up calls; FCC requires this.
  - Booking does not require a court order
2. Use the centralized sign-up logbook in the FCC booking department (email address is doc.fcc.court@alaska.gov).
  - Use email sign-up over a phone call due to high demand. Email **must** be from a professional business or state account for verification as legal source (or if tribe has gmail or yahoo, include signature block).
  - Consecutive time slots (each is 15 minutes) may be reserved for longer meetings (pending availability).
3. Wait for a response from the booking department at FCC that will acknowledge receipt of request and a reservation of time slot.
4. To call in for your telephonic meeting, use 907-458-6758. (Be aware that the same phone lines are used for telephonic court hearings which take priority.)
5. To ensure due process, try to follow up with the inmate individually to find out how the connection/scheduling went inside FCC in case there were any difficulties.
6. Notices and orders can be mailed to individuals at FCC by mailing it to:

EXAMPLE Signature Block:

<p><b>Nathan Baring</b> <b>Legal Intern</b></p> <p>Alaska Legal Services Corporation 100 Cushman St., Ste. 500 Fairbanks, Alaska 99701 Phone: (907) 452-5181 Fax: (907) 456-6359 <a href="mailto:nbaring@alsc-law.org">nbaring@alsc-law.org</a></p>
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[Name of parent]  
Fairbanks Correctional Center  
1931 Eagan Ave.  
Fairbanks, AK 99701

### Times to avoid scheduling due to FCC procedure:

- 10:00am-10:30am: first daily count of inmates
- “early” and 11:00am: mealtimes
- 2:00pm-2:30pm: second daily count of inmates