

Setting up a call for parents incarcerated at Anchorage Correctional Complex



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.
 - Call (907) 269-4205, Monday through Friday between 8:00am - 4:30pm.
 - Use the centralized sign-up logbook in the ACC booking department (email address is ancjl_housing@alaska.gov). EXAMPLE Signature Block:
 - 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 may be reserved for longer meetings (pending availability).
 - If a document needs to be faxed, use (907) 269-4208.
2. Wait for a response from the booking department at ACC that will acknowledge receipt of request and a reservation of time slot, if available.
3. To call in for your telephonic meeting, use (907) 269-4205. Telephonic court hearings always take priority.
4. To ensure due process, try to follow up with the inmate individually to find out how the connection/scheduling went inside ACC in case there were any difficulties.
5. Notices and orders can be mailed to individuals at ACC by mailing it to:

<p>Nathan Baring Legal Intern</p> <p>Alaska Legal Services Corporation 100 Cushman St., Ste. 500 Fairbanks, Alaska 99701 Phone: (907) 452-5181 Fax: (907) 456-6359 nbaring@alsc-law.org</p>

For the East Building:
Inmate Name, ID Number
Anchorage Correctional Complex
1400 East 4th Avenue
Anchorage, Alaska 99501

For the West building:
Inmate Name, ID Number
Anchorage Correctional Complex
1300 East 4th Avenue
Anchorage, Alaska 99501

Early morning and evening hours are more restricted.

