

# Setting up a call for parents incarcerated at Goose Creek Correctional Center



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

1. Use the centralized sign-up logbook in the GCCC booking department (email address is [gccc.court@alaska.gov](mailto:gccc.court@alaska.gov)).
  - Provide the inmates first and last name, date, time, and reason for the call. In addition, the approximate length of time you will need (if over 30-minutes), along with your name, title and contact information.
  - Use email sign-up instead of 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).
2. Wait for a response from the booking department at GCCC that will acknowledge receipt of request and a reservation of time slot, if available. The receipt will include the call in number for the appointment as well.
3. To ensure due process, try to follow up with the inmate individually to find out how the connection/scheduling went inside GCCC in case there were any difficulties.
4. Notices and orders can be mailed to individuals at GCCC 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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Inmate Name, Inmate ID Number  
Goose Creek Correctional Center  
22301 West Alsop Road  
Wasilla, Alaska 99623

**Main Office Number: (907) 864-8100**

**Fax Number: (907) 373-9350**

