

# Setting up a call for parents incarcerated at Hiland Mountain Correctional Center



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

1. One option is to fax the request to (907) 696-9116 or call the main line at (907) 696-9511.
  - Make the request at least 24 hours in advance.
  - Include the following information:
    - i. Current date,
    - ii. your name,
    - iii. your agency,
    - iv. who you represent, and
    - v. the date and time that you would like to set the call up for
  - 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).
2. Wait for a response that will acknowledge receipt of request and a reservation of time slot, if available.
3. On the day of the appointment, contact the facility at (907) 696-9511. The shift manager will then patch you through to the phone the inmate will be using.
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 to either:

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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[Prisoner Name, Prisoner ID]  
Hiland Mountain Correctional Center  
9101 Hesterberg Road  
Eagle River, AK 99577

Early morning and evening visitation hours are usually more restricted.

