

# Setting up a call for parents incarcerated at Lemon Creek 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.
  - Call (907) 465-6223.
2. Attorneys may fax information to inmates at (907) 465-6224, but this is a non-confidential channel.
  - Use phone call to sign up due to high demand. Faxed documents **must** be from a professional business or state account for verification and include proper letterhead (or if tribe has gmail or yahoo, include signature block).
3. Wait for a response from the booking department at LCCC that will acknowledge receipt of request and a reservation of time slot, if available.
4. To call in for your telephonic meeting, use 907-465-6223. Telephonic court hearings always take priority.
5. To ensure due process, try to follow up with the inmate individually to find out how the connection/scheduling went inside LCCC in case there were any difficulties.
6. Mailed correspondence for individuals at LCCC should be sent 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, ID Number]  
Lemon Creek Correctional Center:  
2000 Lemon Creek Rd  
Juneau, AK 99801

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

10:00am count time  
2:00pm count time  
11:00am meal time  
4:00pm meal time

