

Setting up a call for parents incarcerated at the Mat-Su Pretrial Facility



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

1. The telephonic call hours will be scheduled Monday – Friday between 08:30 AM – 3:30 PM with no calls occurring during meal service (11am-12pm or 4pm-5pm). All telephonic calls may either be postponed or cancelled in the event a security issue arises.
2. All requests should be submitted via email to catherine.halley@alaska.gov by 3:00 PM on the day prior to the call and will be handled on a first come first serve basis.

EXAMPLE Signature Block:

- 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 needing to send a fax, use (907) 746-0501.

<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>

3. A confirmation email will be sent containing the scheduled time and the contact number to call. If there is a conflict, the attorney will be notified as soon as possible to reschedule.
4. To call in for your telephonic meeting, use the one provided in the confirmation email. 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 the facility in case there were any difficulties.
6. Notices and orders can be mailed to individuals within the facility at:

[Inmate Name, ID Number]
Mat-Su Pretrial
339 East Dogwood Road
Palmer, Alaska 99645

