

Setting up a call for parents incarcerated at Yukon-Kuskokwim 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 YKCC booking department (email address is jill.keene@alaska.gov). Include the following information:
 - Name of inmate (DOB helps, as there are inmates with the same name).
 - Date and time you would like to speak to your client or have them call into a hearing
 - Phone number Ms. Keene should call to facilitate the contact
 - How long you believe you need for the call or hearing
 - If the Tribal Court needs to call Ms. Keene to conference an inmate in, note that in the request.
 - The Superintendent prefers email over phone calls. 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 (pending availability).
2. If email is unsuccessful:
 - Call (907) 543-8500 during normal business hours.
 - Can also fax requests and documents to (907) 543-4475.
3. Wait for a response that will acknowledge receipt of request and a reservation of time slot, if available.
4. To ensure due process, try to follow up with the inmate individually to find out how the connection/scheduling went inside YKCC in case there were any difficulties.
5. Notices and orders can be mailed to individuals at YKCC by mailing it to:

EXAMPLE Signature Block:

<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>

Inmate Name, ID Number
Yukon-Kuskokwim Correctional Center
P.O. box 400
Bethel, AK 99559

Early morning and evening visitation hours are more restricted.

