Videoconference Request Form

Agency/Department requesting videoconference: ___________________________________________.
Date the following inmate(s) be made available for a videoconference: ________________________.

<table>
<thead>
<tr>
<th>Inmate Name</th>
<th>Inmate #</th>
<th>Time Start</th>
<th>Approx. Length of Conference</th>
<th>Reason Code</th>
<th>FAX Yes</th>
<th>FAX No</th>
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Contact Person (PRINT):____________________ Contact Person Fax: ________________________
Contact Person Work Phone: _________________ Agency County/Region: _____________________
Contact Person Cell Phone: __________________ Today’s Date:_____________________________
Contact Person E-Mail: _____________________ Signature:_________________________________

Note:
* Operational times 8:00 AM to 4:00 PM, Monday through Friday.
* Video conferences should commence no later than 1 hour prior to closing time whenever possible.
* Indicate FAX Yes/No if you will be faxing document to inmate on the day of videoconference.
* Specify county, region or municipality for agencies with more than one office or site.
* All requests must be faxed to appropriate Institution and coordinator at least 48 hours (excluding weekends and holidays) prior to requested day.
* **No agency or Department** will receive priority in scheduling appointments.

Reason Code

1. Plea Conference
2. Pre-Trial Interview
3. Pre-Sentence Interview
4. Pending Charges Interview
5. Appeal Interview
6. Post Conviction Relief Interview
7. Post Conviction Sentence Motion Interview
8. Witness Interview
9. 5-A Interview
10. ISP Interview (AOC)
11. ISP Interview Public Defender
12. Parole Hearing
13. U.S. District Court Hearing
14. Municipal Court Hearing
15. Family Court Hearing
16. Superior Court Hearing
17. NJDOC Disciplinary Hearing
18. NJDOC Ombudsman Interview
19. NJDOC Internal Affairs Interview
20. Prosecutor’s Office Interview
21. Immigration/Extradition Hearing
22. Tele-Medicine
23. Social Security Administration
24. Drug Court / Drug Program
25. Client/Attorney Interview
26. Other Interview (Specify)