**GUEST PROFESSIONAL FORM**

**Request for GUEST Professional Appointment with Inmate or Detainee (V2)**

To book an appointment with an inmate or detainee please complete this form, then fax or email it to the relevant agency as indicated below. Please allow up to three business days hours for processing. Forms received after 3pm the day before a requested appointment may not be processed in time.

|  |  |  |  |
| --- | --- | --- | --- |
| **How will you be attending this appointment?** (Select 1 only) | | | |
| **Telephone \*** | **In Person** (MRRC,HRMCC) | **AVL / Video\*** | **Court Multipurpose** **Suite** |
| Fax or email form to | email form to: | Fax or email form to | Email form to: |
| CC or JCC where the  Inmate/detainee is located  . | [MRRCLegal@justice.nsw.gov.au](file:///\\dcs.nsw.gov.au\CorpData\Central\HDBHO\Vol2\Video%20Conferencing\JUST%20Connect\Administration\Forms\MRRCLegal@justice.nsw.gov.au) | CC or JCC where the  Inmate/detainee is located.  **Software download required and only one device can connect** | Relevant Court Registry. |
| Notifications of booking confirmations, reminders with dialling details and changes to appointments (for example, due to inmate/detainee movement) will be forwarded to attendees via the JUST Connect system. Contact JUST Connect for further information on 02 8759 0010 or [justconnect@justice.nsw.gov.au](file:///\\dcs.nsw.gov.au\CorpData\Central\HDBHO\Vol2\Video%20Conferencing\JUST%20Connect\Administration\Forms\justconnect@justice.nsw.gov.au) | | | |

**Inmate / Juvenile Details**  Corrections Inmate  Juvenile Detainee

Centre Location: MIN/CIMS:

Inmate Name:

**Purpose of Booking:**

Legal Aid assigned matter  ALS assigned matter  Private legal matter

Conference with client  Instructions  Other:

**Appointment Details**  Meeting  Assessment

Appointment Preferences (*If possible, requests will be accommodated as closely to requested time as possible*):

|  |  |  |
| --- | --- | --- |
| Duration | Date | Date |
| In Minutes: | Time | Time |

**Professional Attendee Details -** *Please do not submit this form if you have an active JUST Connect account***.**

Name: VIN:

Organisation:

Landline No: Mobile No:

Email:

MUST be an individual email address for notifications as group email cannot be processed

**Additional Professional Attendee Details**

Name: VIN:

Email: Mobile No:

Name: VIN:

Email: Mobile No:

**\*Approval Required by Correctional Centre**

CC Staff Name: Date

**Correctional Centres** - Please send the **approved form** to JUST Connect if you would like us to create the booking on your behalf

