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.

**Please do not submit this form if you have an active JUST Connect account. For information on creating a booking please refer to the support page of JUST Connect**

|  |  |  |  |
| --- | --- | --- | --- |
| **How will you be attending this appointment?** (Select 1 only) | | | |
| **Phone** | **In Person** (MRRC, MSPC, MNCCC, Mary Wade CC only) | **Henry Deane Building** | **Court Multipurpose** **Suite** |
| Fax or email form to | email form to: | 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)  [VCMSPC@justice.nsw.gov.au](mailto:VCMSPC@justice.nsw.gov.au)  [VCmidnorthcoast@justice.nsw.gov.au](mailto:VCmidnorthcoast@justice.nsw.gov.au)  [MWCCAVL@justice.nsw.gov.au](mailto:MWCCAVL@justice.nsw.gov.au) | [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) | 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:

Name:

**Appointment Details**  Meeting  Assessment

Duration: Mins Hours

Appointment Preferences (in order of preference):

|  |  |  |
| --- | --- | --- |
| Date: | Date | Date |
| Time: | Time | Time |

**Purpose of Booking:**

Legal Aid assigned matter  ALS assigned matter  Private legal matter

Conference with client  Instructions  Other:

**Professional Attendee Details**

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:

Name: VIN:

Email: Mobile No: