

CJA Panel - COVID-19 Modified Protocol (updated 05.12.20)

Telephonic conferences with in-custody clients may be scheduled by contacting:

Phoenix and Tucson- Via email at corecivic-cja@azd.uscourts.gov

Your request must be received at least **48 hours in advance**, and by 12 noon on Thursday for weekend visits. You will need to include the following information in your request:

- Inmate name and USMS number
- Duration of teleconference
- Your preferred times/dates
- Whether the case originates from Tucson or Phoenix
- Date of intake/arrest, and whether or not the defendant is a material witness or in protective custody (if known). This information is necessary to ensure separation of cohorts and others who must be separate from general population.

Please schedule visits for those cases with pending hearings or time sensitive matters only for now.

Scheduling during the following times may cause some delay or waiting: Count takes place at 10:30-11:30am and 3-4pm, and shift change is 1:30-2:30pm.

For scheduling purposes, below are the hours you may schedule VTCs and telephonic conferences with your client. Prior to scheduling, you will need to contact CoreCivic to determine whether your client is in CCA or FCC.

CCA Availability	FCC Availability
Monday – Friday 7:00 a.m. – 8:00 a.m. and 5:00 p.m. – 8:00 p.m.	Monday – Friday 7:00 a.m. 7:00 p.m.
Saturday – Sunday 8:00 a.m. – 5:00 p.m.	Saturday – Sunday 8:30 a.m. – 5:00 p.m.

For defendants housed at FCI-Tucson, the hours available for client conferences are Monday – Thursday, 8:00 a.m. – 3:00 p.m. There is no weekend availability.

Initial Appearances

The Initial Appearance (IA) schedule is as follows:

Phoenix IA Calendar	12:30 – 1:15 p.m.
Tucson Material Witness Appearances	1:30 – 2:00 p.m.
Tucson IA Calendar	2:15 p.m.

If you encounter technical issues during your call, please contact 602-322-7234. Someone is on call to assist during the hours listed above.

Defendants will not be transported to the courthouse and will appear via VTC from CoreCivic. Attorneys will appear in person for the IA. If the attorney has a reason (medical, etc.) to appear by phone, please contact the duty judge's chambers to get permission.

Assignments will be made early the morning of the IA. At the time a case is assigned, a 15-minute phone conference will have been set up for the attorney to speak to the defendant prior to IAs. Please let Judy know if the attorney needs an interpreter for the conference call at the time of assignment. The attorney will need to make arrangements with the interpreter's office, but this will give their office notice.

Phone conferences between attorney and defendant will occur as follows:

Tucson attorney meeting w/ clients (or mat wits) set for IA	11:00 a.m. – 12:00 p.m.
Phoenix attorney meetings with clients set for IA	10:00 a.m. – 11:00 a.m.

To request an interpreter for the phone conference, call 602-322-7294 as soon as possible. The interpreter will give you their direct line to call at the appointed time. Attorneys will have to conference in the interpreter for the call using their personal phones. Instructions for conferencing for iPhone and Android cell phones can be found below.

For iPhone: <https://youtu.be/DniQIF84KyM>

For Android: <https://youtu.be/tQzepPH-GOO>

Please be on time for your phone conference with your client, as they are scheduled for 15 minutes and will automatically disconnect so that the next one can begin. Be sure to give the defendant your name and phone number during the call, as it may be difficult scheduling visits going forward given the COVID-19-related quarantines at CoreCivic.

Changes of Plea and Sentencing

To the extent possible, these hearings will be held with the defendant appearing by video, with their consent, and attorneys and District Judge in the courtroom. Attorneys may request to appear by phone if they are high risk or care for someone in the high-risk population.

Phoenix – The request must be made by written motion.

Tucson – The request is to be made by email to the assigned chambers.

Also, with the consent of the defendant, the Court will accept attorneys' signatures on behalf of defendants on plea agreements. The plea agreement should have been thoroughly reviewed with the defendant prior to setting the Change of Plea hearing.

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