

CJA Panel - COVID-19 Modified Protocol (updated 2.4.22)

Telephone conferences

To arrange a telephone conference with an in-custody client, contact Marie.Rolfsmeier@CoreCivic.com. In your request, include the proposed dates and times along with the phone number the client should use to contact the attorney. All requests are to be sent to Marie at least 24 hours prior to any proposed date and time.

VTCs

Attorney/client meetings by VTC will be limited to 30 minutes each and attorneys may request one meeting per day. To arrange a VTC, email your request to the CJA department at: CoreCivic-CJA@azd.uscourts.gov

Your request must be received at least **48 hours in advance**. You will need to include the following information in your request:

- Inmate name and USMS number
- Your preferred dates/times
- Whether the attorney is located in Tucson or Phoenix

For scheduling purposes, below are the hours you may schedule VTCs with your client.

VTC Availability for CoreCivic
Monday – Friday 10:00 a.m.–2:00 p.m.

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

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.

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.

Attorney assignments will be made early the morning of the IA. When a case is assigned, a 15-minute phone conference will be 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 still 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	10:00 a.m. - 12:00 p.m.
Phoenix attorney meetings with clients set for IA	10:00 a.m. - 12:00 p.m.

To request an interpreter for the phone conference, call 602-322-7294 as soon as possible. Supply the interpreter's office with time and associated number.

Please be on time for your phone conference with your client, as they are only 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.