



Legal Practitioner Access to Prisoners

Video & Tele Conferences

as at 7 May 2020

With the increased demand for legal practitioners requiring contact with defendants in custody, Queensland Corrective Services is taking all reasonable steps to ensure this can be achieved in a timely manner.

Bookings to take legal instructions may be made by video or telephone. A standard booking slot of 30 minutes will be allocated unless a longer period is specifically requested and a reason for the longer booking is provided.

PLEASE NOTE: If you request a videoconference, there may be a delay in obtaining a booking as those facilities are being prioritised for court proceedings as we progress an increase in capacity. Please also note your videoconference may be cancelled at short notice if the Court require the timeslot.

Form 306

All correctional centres will require a **Form 306** to be completed for each prisoner. A Form 306 does not need to be re-resubmitted where a legal practitioner or professional visitor continues to have multiple video or teleconferences with the same prisoner.

If a multi-party booking is required (eg. Barrister and solicitor in the one conference) a Form 306 is required for each participant.

You will be required to submit a signed Form 306 and a scanned copy or photograph of your identification. Please ensure the scan or photo is clear to allow validation.

Bookings process

Booking via email is the preferred method using the email addresses provided in the attached contacts list. You will note the extended booking hours at some centres and you are encouraged to access those where possible.

Please give consideration to the urgency of your request for a videoconference as these services are being prioritised for court

appearances while we continue to increase our capacity.

Please ensure the following information is included in the booking request, whether the request is by email or over the phone:

1. Subject line **must** specify the purpose of the booking
Examples include: TELEPHONE BOOKING – BAIL INSTRUCTIONS or VC BOOKING – LEGAL INSTRUCTIONS
2. Body of the email **must** contain;
 - a. Prisoner's name and Date of Birth (if known)
 - b. Multi party or single practitioner
 - c. Legal representative's name/s and firm/s
 - d. Preferred date and time of appointment (please list at least two preferences)
 - e. Time required (eg. 1 hour to enable trial preparation / 1 hour due to large number of charges / 2 hours for psychological assessment etc)
 - f. Form 306 and photograph / scanned image of identification for each participant.

As we continue to increase our capacity, we encourage you to raise any access issues you are experiencing so matters can be progressed in a timely manner with individual centres. Please escalate any issues as per the attached escalation contacts list and we will endeavour to resolve the issue at the earliest opportunity.

If you need to locate your client, please contact the QCS prisoner location line between the hours of 9.00am – 12.00pm & 1.00pm – 5.00pm Monday to Friday:

1800 406 456 or
prisonerlocations@corrections.qld.gov.au



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