

**VIDEO CONFERENCING PROCEDURE
FOR
ASSIGNED APPELLATE COUNSEL AT
WILLIAM DICKERSON FACILITY**

1. Assigned Appellate Counsel will contact Court Reporting Services at (313) 224-2086 and advise when they would like to set up a video conference, giving their name and bar number, a first and second appointment preference, the client's name and MDOC number, and the facility where their client is housed. A minimum of a five-day notice is needed to avoid the risk of the video equipment being in use or the facility not having an officer to run the equipment.
2. Court Reporting Services will contact the Classification Sergeant at the William Dickerson Facility who will coordinate the video conference.
3. The Classification Sergeant will contact the particular MDOC site, via email, to verify that the requested date and time for the video conference is available.
4. An email will be sent to the Assigned Appellate Counsel confirming the date and time of the video conference.
5. Assigned attorney is to bring State of Michigan picture ID and current bar card to the William Dickerson Facility when conducting a video conference.
6. Any paperwork that needs to be exchanged between the defendant and Assigned Appellate Counsel will be faxed by the Wayne County deputy present at the video conference.
7. After the video conference is completed, the Certification of Video Conferencing form, located in the video conference room, must be signed by the Wayne County Deputy present at the video conference and the Assigned Appellate Counsel.
8. The Certification of Video Conferencing form must be submitted by the Attorney with his/her voucher.

**Hours of Video Conferencing at William Dickerson Facility
Monday through Friday
11:00 a.m. to 7:00 p.m.**