

# Mandatory Case Conferencing booking request form – Client in custody:

Please save this form to your computer first, then complete and email it to your preferred Legal Aid location using the 'email form' button. Alternatively, send it to [AVL.Sydney@legalaid.nsw.gov.au](mailto:AVL.Sydney@legalaid.nsw.gov.au) and we'll forward it to your preferred location.

\*These are mandatory fields.

## Proposed time:

Date*	Start*	End*

**Alternative time:** Please provide an alternative time frame in case your proposed time is unavailable:

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## Client's details: (MIN: for adult correctional inmates; CIMS: for Juvenile detainees)

Client's name*	Client's MIN or CIMS*	Client's known location:
Client appearing via* <input type="checkbox"/> Video <input type="checkbox"/> Phone <input type="checkbox"/> Either		

## Professionals' details:

	Solicitor for the defence	Barrister for the defence (if applicable)	Prosecutor	Additional participant (please indicate role in the comments box)
<b>Name*</b>				
<b>VIN*</b>			N/A	
<b>Email*</b>			N/A	
<b>Phone*</b> (mobile preferred)			N/A	
<b>Attending from*</b>				

## Please also indicate:

- Interpreter present (you have to book one)
- In-house solicitor appearing via own device

Comments:

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