

JCIP Through The Eyes of a Child 2018: Incarcerated Parents
Securing a parent's remote appearance for court hearings

Marion County process for scheduling parents who are incarcerated to appear by telephone or by video-conference:

1. The calendaring clerk is alerted that a parent is in custody (by the DA or AG, DHS, or parent's attorney, or by a court clerk at a prior hearing).
2. The calendaring clerk enters the parent's custodial details and hearing information on the inmate hearings spreadsheet.
3. One week before the hearing, the calendaring clerk contacts the appropriate contact person at the institution where the parent is incarcerated (contact is sometimes the parent's counselor, but usually not) to arrange for their appearance, via phone or video feed. (Our court staff keeps a spreadsheet of who to contact at each institution to arrange inmate appearances and "no go" times—times when inmates are not available for hearings.)
4. Once the institution has confirmed that a parent will be available for the hearing, staff enters the phone number of the contact person in the hearing tab on Odyssey, so all staff know that the parent's appearance has been arranged.

Marion County Juvenile Court Clerk's office keeps 3 spreadsheets for the appearance of incarcerated parents:

1. Inmate hearings: A master list of all hearings involving an incarcerated parent (or youth, if cross-over), including case information, date and time of hearing, parent's SID# or other identifying information, institutional contact information, and notes about confirming appearance.
2. Institutions: Details about who to contact at institution to arrange for appearances.
3. Do Not Set times: Those times when institutions cannot accommodate remote appearance (generally due to meals or inmate count times).

Inmate hearings spreadsheet key: hearings in black are scheduled, but no action has been taken to arrange for the parent's appearance; hearings in red, staff are in process for making arrangements; hearings in green, the parent's appearance is confirmed.