

Rikers Attorney/Client Video Interview Request Form

In response to the Covid-19 public health crisis, New York State Unified Court System has implemented virtual courts, in which all the parties will join a Skype for Business (SfB) video call for court proceedings. NYS OCA and NYC DOC recognize the on-going need for defense attorneys to have private consultations with their clients in Rikers Island. The difference now is that defense attorneys will have to conduct the interviews remotely using SfB, most likely from home. Please follow the interim procedure for requesting and participating in video interviews with inmates in Rikers:

1. Defense Attorneys must test their computers or smartphones for SfB compatibility, and get themselves familiar with basic SfB functions, prior to their first court hearings or interviews. You may email skypetest@nycourts.gov with your name, mobile number, and preferred date and time for the SfB test, if you have not already done so.
2. To learn more about SfB, please read the attached Q&A.
3. Upon completion of a successful test, the attorney may schedule a videoconferencing session by telephoning or emailing the NYC DOC facility where the individual in custody is housed to request a video booth reservation. **Note:** Each interview session is limited to a duration of 30 minutes.
4. Once the attorney has been provided a Skype video booth reservation by the officer at the DOC facility, the attorney will then complete a Video Teleconferencing Production Form that is provided by NYC Dept of Corrections.
5. If the requested slot is unavailable, DOC will advise the requesting attorney with alternative time slots.
6. The completed Video Teleconferencing Production Form must be emailed to DL-VTCTelevisiting@doc.nyc.gov and videogroup@nycourts.gov no later than 3pm, prior to the following day's Skype videoconference session.
7. All the parties, including OCA, will receive an email confirmation from DOC's Criminal Justice Bureau, once the Video Teleconferencing Production Form is received.
8. Once the OCA Video group receives the Video Teleconferencing Production Form, one of our operators will create a skype invitation and email it to the attorney.
9. At least 10 minutes prior to the scheduled interview, the attorney should first call the DOC facility to confirm the booth number. Once the booth number has been confirmed, the attorney can join the Skype conference call by opening the SfB invitation they received in their email and then click "[Join Skype Meeting](#)". The Attorney will enter their Name in order to join the conference as a guest using the Skype meeting Web application.
10. At this point, the Attorney must call the OCA Video Group at 212-428-2828 Option #1, to request the video connection to the confirmed booth.
11. Keep in mind that the interview could be delayed due to logistical or technical issues.
12. The OCA Courtroom Technology team will be available to assist if you run into technical issues with the Skype call. They can be reached via email at videogroup@nycourts.gov, or by calling 212-428-2828 Option #1.