



State of New Jersey DEPARTMENT OF CORRECTIONS

Video Conference Request Form

FORM
CUS-906

Eff. 10/1/26

NOTICE: Requests *MUST* be emailed to the appropriate Facility Coordinator at least 48 hours prior to the requested day excluding weekends and holidays.

Agency/Department Requesting Video Conference

Agency County/Region

Date Requested for Video Conference(s)

Facility Name

Instructions:

- Operational times 8:00 AM to 4:00 PM, Monday through Friday.
- Specify in the space above the county, region, or municipality for agencies with more than one office or site.
- Reason Codes for use below are listed at the bottom of this form.

_____ Incarcerated Person / Resident	_____ SBI # / SVP#	_____ Start Time	_____ Duration	_____ Reason Code
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Requestor's Contact Information:

_____ Printed Name	_____ Work Number	_____ Fax Number	_____ Cell Number
_____ Email	_____ Signature		_____ Date

Reason Codes:

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|--|--------------------------------------|---|
| 1. Plea Conference | 11. ISP Interview Public Defender | 21. Immigration/Extradition Hearing |
| 2. Pre-Trial Interview | 12. Parole Hearing | 22. Tele-Medicine |
| 3. Pre-Sentence Interview | 13. U.S. District Court Hearing | 23. Social Security Administration |
| 4. Pending Charges Interview | 14. Municipal Court Hearing | 24. Drug Court / Drug Program |
| 5. Appeal Interview | 15. Family Court Hearing | 25. Client/Attorney Interview |
| 6. Post-Conviction Relief Interview | 16. Superior Court Hearing | 26. STU Team Discharge Planning |
| 7. Post-Conviction Sentence Motion Interview | 17. NJDOC Disciplinary Hearing | 27. STU DOH Treatment Progress Review Committee |
| 8. Witness Interview | 18. NJDOC Ombudsman Interview | 28. STU DOH Psych Consult |
| 9. 5-A Interview | 19. NJDOC Internal Affairs Interview | 29. STU Deposition |
| 10. ISP Interview (AOC) | 20. Prosecutor's Office Interview | 30. Other Interview (Specify) _____ |

Notes:

- Video conferences should commence no later than 1 hour prior to closing time whenever possible.
- No Agency or Department will receive priority in scheduling appointments.