



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
P.O. Box 41100 • Olympia, Washington 98504-1110

March 25, 2021

**TO:** Administrative Office of the Courts  
Superior Court Judges Association  
Washington State Prosecutor Association  
Washington State Office of Public Defense  
Washington Defenders Association

**FROM:** Lisa J. Flynn, Correctional Program Administrator  
Prisons Division  
Dianne Ashlock, Statewide Records Director  
Administrative Operations Division

A handwritten signature in blue ink, appearing to read "Lisa J. Flynn", is enclosed in a rectangular box.

A handwritten signature in blue ink, appearing to read "Dianne Ashlock", is written next to the name.

**SUBJECT:** DOC Virtual Hearing Process

The Washington State Department of Corrections (DOC) is working to simplify the process for incarcerated individuals to be present for court-mandated arraignments, trials, and hearings. This process only applies to individuals incarcerated in a DOC facility.

The process described in this memo will be used to arrange an individual's virtual participation by video in the following system actions:

- Felony criminal charges and current conviction
- Civil Rights actions against DOC
- Witness requests for felony criminal court proceedings
- Child-dependency hearings through DCYF

Virtual hearings will only be facilitated when requested by the Court. Attorneys wishing to communicate with an incarcerated individual can do so in the following manner:

- Written correspondence via the United States Postal Service. Rules governing mail, to include legal mail, can be found here:  
<https://www.doc.wa.gov/information/policies/showFile.aspx?name=450100>
- Written correspondence via the Department approved electronic messaging service. Please note that this correspondence is not confidential and will not be treated as legal mail. Information about the service, to including account setup and pricing can be found here: <https://www.doc.wa.gov/corrections/incarceration/jpay.htm>
- Telephonic communication. Information about telephone services, to include legal phone calls can be found here:  
<https://www.doc.wa.gov/corrections/incarceration/visiting/phone.htm>

- In-person visits, as well as video visiting via the Department approved electronic messaging service. Please note that video visiting is not a confidential setting, as all video visits are recorded by the system and reviewed. Information about visiting can be found here: <https://www.doc.wa.gov/corrections/incarceration/visiting/default.htm>

**In order to provide these services, DOC will ask the court to provide the following information:**

- Provide at least **seven days' notice** of the request.
- Identify in the request **the type of hearing or trial** (e.g., arraignment, plea agreement, trial, sentencing, hearing, etc.).
- When possible, we ask that the courts **place DOC individual court proceedings at the top of dockets** to ease the resource issues, safety concerns, and operational concerns with longer wait periods.
- Specify in the request **the date and time** of the hearing or trial, as well as, **expected duration**, which should be **scheduled to occur between the hours of 08:30 a.m. and 4:00 p.m. Monday through Friday**, as cases scheduled outside of these times may create challenges for participation.
- Include in the request the **details necessary for the individual to participate** (e.g., video conference link).
- Send all documents that must be provided to the individual (defendant) as **legal mail to the individual prior to the day of the scheduled hearing**, for presentation on the day of the hearing.
  - *Please note that we will not be able to print documents DURING the hearing as there is no easy access to printers where virtual hearings are located and we are unable to leave individuals in certain circumstances.*
  - *Last minute scheduling will still require documents to be sent to the facility LLO prior to the day of the scheduled hearing to be provided to the individual participating.*
- If fingerprinting and/or notary services will be required, **we will need to know this in advance.**
  - DOC will fingerprint when there are new charges in lieu of the county jails and for disposition on conviction.
- Email the request to the facility Legal Liaison's Office **where the individual is currently incarcerated** at the email addresses provided below.

To arrange for an individual's virtual participation, the court requesting the appearance will contact the facility where the individual is currently incarcerated, providing all the information noted above or by scanning the DOC Virtual Hearing Checklist through the following legal liaison email addresses:

E-Mail to:	Facility
docahccello@doc.wa.gov	Airway Heights Corrections Center
doccccllo@doc.wa.gov	Cedar Creek Corrections Center
doccbcllo@doc.wa.gov	Clallam Bay Corrections Center
docrccllo@doc.wa.gov	Coyote Ridge Corrections Center
doclccllo@doc.wa.gov	Larch Corrections Center
docmccwllo@doc.wa.gov	Mission Creek Corrections Center
docmccllo@doc.wa.gov	Monroe Corrections Center
dococcllo@doc.wa.gov	Olympic Corrections Center
docsccllo@doc.wa.gov	Stafford Creek Corrections Center
docwccllo@doc.wa.gov	Washington Corrections Center (Shelton)
docwccwllo@doc.wa.gov	Washington Corrections Center for Women
docwspello@doc.wa.gov	Washington State Penitentiary

**In response to the request, DOC will:**

- Send confirmation emails from the LLOs for court appearances or communication to trouble-shoot challenges and gain additional information.
- Connect five minutes prior to scheduled virtual appearance and will validate appearance and ensure connectivity.
- In the event connection is lost, DOC will attempt to reconnect. If the issue continues, DOC will contact the court to notify them of the problem.
- Expect all participants to identify themselves as being part of court proceeding and DOC will request confirmation of participants. This is for security purposes to avoid misuse of the system.
- Furnish the location with a monitor, microphone, and speaker capabilities for adequate participation from the individual and court officials to communicate interactively.
- Wait at least 15 minutes for court proceedings to begin before disconnecting if the court does not connect.
- Will complete any fingerprinting through the facility Records Department through the process attached.

As a reminder, it is important that the court attempts to prioritize cases with incarcerated individuals first on the docket to avoid the individual sitting through several hearings. With minimal spaces for virtual attendance and security operations of the facility, DOC asks for this consideration that will benefit the courts, incarcerated individuals, and our daily operations within the prison facilities. This directive does not take the place of any court order to produce individuals' in-person court appearances. In-person court appearances will continue to require 30-day advance notice to provide for safe transportation planning.

Please feel free to contact the legal liaisons at the individual facilities or the following DOC Headquarters personnel with any questions:

Lisa Flynn, DOC Correctional Program Administrator  
[ljflynn@doc1.wa.gov](mailto:ljflynn@doc1.wa.gov)  
509.876.9230

Tracy Schneider, DOC Statewide Legal Access Manager  
[tschneider@doc1.wa.gov](mailto:tschneider@doc1.wa.gov)  
360.890.0574

Thank you for working with DOC to improve the safety of our communities.

Attachment: DOC Virtual Hearing Checklist

cc: DOC Executive Strategy Team  
All DOC Superintendents  
All DOC Prison Legal Liaison Offices  
All DOC Prison Records Offices  
All DOC Prison CPMs  
Tim Lang, DOC ATG  
Candie Dibble, DOC ATG  
Julie Martin, DOC Deputy Secretary  
Trisha Newport, DOC Deputy Director, Legislative & Policy  
Shari Hall, DOC Statewide Legal Liaison  
Tracy Schneider, DOC Correction Manager/Legal Access  
Tim Birley, DOC Operational Capacity and Transportation  
Washington Association of Sheriff and Police Chiefs  
Washington Association of Counties