

Suffolk County Courts
Video Conference Appointment Request

Instructions

1. Part I is completed by the attorney or probation officer requesting the video conference.
2. The request is then forwarded by email or fax as indicated on the bottom of the form.
3. Part II is completed by the court officers specified for this duty.
4. The form is then forwarded to Sheriff's personnel or if the request cannot be approved it is returned to the applicant for resubmittal.
5. Sheriff's personnel complete Part III and return the form to the court officers.
6. The court officers then complete Part IV and return it to the applicant.
7. If the applicant requests the video conference be cancelled Part V is completed and forwarded to the courts. The court officers forward the cancellation notice to the Sheriff's Office.