

**Georgia Department of Corrections**  
**Judicial and Governmental Affairs**  
**Court Services**

Video Hearing Request:

Submit form to:

[video.hearing@gdc.ga.gov](mailto:video.hearing@gdc.ga.gov)

Purpose: Process to schedule video hearings to reduce GDC offender transports by law enforcement staff and GDC Staff to court.

Legal Conference Request:

Submit form, Bar card and Id:

Telephone: [Legalconference.requests@gdc.ga.gov](mailto:Legalconference.requests@gdc.ga.gov)

Video: [video.hearing@gdc.ga.gov](mailto:video.hearing@gdc.ga.gov)

Purpose: Provide an opportunity for attorney's and clients to speak confidentially prior to a hearing to discuss plea offers, review discovery, case preparation, etc.

Telephone Conference is the preferred method for attorney conferences. We reserve the video equipment to conduct hearing matters. However, if there is a need to discuss plea offers, review discovery, conduct case preparation with documents, we can schedule a video conference.

Contact:

Rhonda Tillman

478-283-7621

[Rhonda.tillman@gdc.ga.gov](mailto:Rhonda.tillman@gdc.ga.gov)



Georgia Department of Corrections  
Court Services:  
Legal Conference Request



**REQUEST INFORMATION:**

Offender's Name:	<input type="text"/>	GDC #:	<input type="text"/>
Facility:	<input type="text"/>		
Court information:	____ Court of ____ County	Case No:	<input type="text"/>

**ATTORNEY'S INFORMATION:**

Attorney's Name:	<input type="text"/>	Phone:	<input type="text"/>
Email:	<input type="text"/>	Bar #:	<input type="text"/>
State of Membership:	<input type="text"/>		

**CONFERENCE INFORMATION:**

Date:	<input type="text"/>	Time:	<input type="text"/>
Type of Request: (please check one):	TELEPHONE: _____		
	VIDEO: _____		

\*\*\*If requesting a Video Conference, please provide a reason why the Legal Conference cannot be handled by phone:

**For Video Conference:**

Will be conducted by:	Webex: _____
Please mark which platform	Zoom: _____

Meeting Number:	<input type="text"/>
Password:	<input type="text"/>

**PURPOSE OF LEGAL CONFERENCE:**  
**(Check One)**

- \_\_\_\_\_ The offender has an attorney-client relationship with me.
- \_\_\_\_\_ The offender is attempting to establish an attorney-client relationship with me.
- \_\_\_\_\_ Other (explain):