



4413 North Sheridan | Chicago, Illinois 60640
Phone: 773.769.1411 | Fax: 773.769.2224
www.uplcchicago.org

Every prison in Illinois has a legal coordinator whose job it is to schedule legal calls and visits with prisoners. These individuals can be difficult to identify and get in contact with, so we have compiled a database of names, contact information, and prison information to streamline the scheduling process.

Simply email or fax a form to the designated contact information. All prisons require at least 48 hours in advance to schedule the call / visit. The contact person at the prison will send you a confirmation, or inform you that the requested day / time is unavailable and provide further instruction to complete the request.

The form should include:

1. The letterhead of the organization / attorney.
2. The date of the request being made.
3. The attorney's name, ARDC number, email, fax, and phone numbers.
4. The name and IDOC number of the prisoner they wish to speak / meet with.
5. The date and time of the call / visit. Make sure to propose a two hour block of time. The prison will pick a 30 minute window that is available. Make sure to refer to the spreadsheet for times the prison conducts calls visits.

Below is an example legal call form.

Please let us know if you have any questions or corrections to the database by emailing uplc@uplcchicago.org.



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Date: October 15, 2018

Subject: Legal Call

To: Lawrence Correctional Center
ATTN: Clinical Services

From: John Smith

ARDC#: 1234567

Fax: 555-555-5555

E-mail: john@john.john

Message:

Request: Phone call with

Prisoner: Max Smith

IDOC #: S123456

Date Request: October 20, 2018

Time Request: 9 am – 11 am

Legal Call Information:			Legal Visit Information:	
Institution	Legal Call: Times	Legal Call: Email/ Fax	Legal Visit: Times	Legal Visit: Email/ Fax
Big Muddy CC	8 am - 2 pm	Email: susan.hepp@illinois.gov	8:30 am - 2 pm	Email: susan.hepp@illinois.gov
Centralia CC	9 am - 2 pm	Fax: 618-533-4112	8:30 am - 11 am, 1 - 2 pm	Email: nicole.stanfa@illinois.gov
Danville CC	8 am - 2 pm	Fax: 217-446-8347	8:30 am - 2 pm	Email: ashley.rhoden@illinois.gov
Decatur CC	8 am - 2 pm	Email: marcia.mibbs@illinois.gov	9 am - 2 pm	Email: marcia.mibbs@illinois.gov
Dixon CC	8:30 am - 12 pm	Email: jennifer.strock@illinois.gov	9 am - 3 pm	Email: leslie.butler@illinois.gov
East Moline CC	8:30 am - 1:30 pm	Fax: 309-755-6484	8: 30 am - 1 pm	Fax: 309-755-6484
Graham CC	9 am - 2 pm	Email: autumn.parker@illinois.gov	8:30 am - 2 pm	Email: autumn.parker@illinois.gov
Hill CC	8 am - 2 pm	Fax: 309-343-4238	9 am - 2 pm	Fax: 309-343-4238
IL River CC	8 am - 2 pm	Fax: 309-647-4246	8:30 am - 2:30 pm	Email: rebecca.hawkins@illinois.gov
Jacksonville CC	8:30 am - 2 pm	Email: Amanda.Arnold@illinois.gov	8:00 am - 11 am, 1 - 2 pm	Email: amanda.arnold@illinois.gov
Lawrence CC	9 am - 3pm	Fax: 618-936-2749	9 am - 2:30 pm	Fax: 309-343-4238
Lincoln CC	8 am - 2 pm	Email: andrea.heinz@illinois.gov	8 am - 2: 30 pm	Email: andrea.heinz@illinois.gov
Logan CC	9 - 10:30 am, 12:30 - 2:30 pm	Email: allison.cooley@illinois.gov	9 am - 3 pm	Email: allison.cooley@illinois.gov
Menard CC	9 am - 1 pm	Fax: 618-826-1130	9 am - 2 pm	Fax: 618-826-1130
NRC	8:30 am - 11:30 am	Fax: 815-727-3669	8:30 am - 1 pm	Fax: 815-727-3669
Pinckneyville CC	8 am - 2 pm	Email: Diane.Skorch@illinois.gov	9 am - 2 pm	Email: Diane.skorch@illinois.gov
Pontiac CC	9 am - 2 pm	Email: Brenda.Sigler@illinois.gov	8:30 am - 2:30 pm	Email: jennifer.robison@illinois.gov
Robinson CC	8:30 am - 2:30 pm	Email: Jessica.Basile@illinois.gov	9 am - 2 pm	Email: jessica.basile@illinois.gov
Shawnee CC	8 am - 2 pm	Fax: 618-658-4014	9 am - 2 pm	Email: jennifer.burnett@illinois.gov
Sheridan CC	9 - 11 am, 1 - 3 pm	Fax: (815) 496-2931	3 pm - 7 pm	Fax: 815-496-3466
Stateville CC	8:30 - 11:30 am	Fax: 815-496-3466	8:30 am - 1 pm	Fax: 815-727-3669
Taylorville CC	8 am - 2 pm	Email: robin.johnson@illinois.gov	8:30 am - 3 pm	Email: robin.johnson@illinois.gov
Vandalia CC	9 am - 2 pm	Email: chris.butkauskas@illinois.gov	8:00 am - 3 pm	Email: chris.butkauskas@illinois.gov
Vienna CC	8 am - 2 pm	Email: Maribeth.Ethridge@illinois.gov	8: 30 am - 2 pm	Email: maribeth.ethridge@illinois.gov
Western IL CC	8 am - 2 pm	Fax: 217-773-3272	9 am - 5: 30 pm	Fax: 217-773-3272 Attn: Krista