

**VIDEO CONFERENCING PROCEDURE
FOR
ASSIGNED APPELLATE COUNSEL AT THE
STATE APPELLATE DEFENDER'S OFFICE (SADO)**

1. Assigned Appellate Counsel will contact SADO by logging on www.sado.org and using the Appellate Attorney's account log-in credentials that were previously emailed.
2. Once logged in, a blue link will appear on the right side of the home page. Go to the **Schedule a Video Visit** link.
3. Click on the link and follow the steps on the screen to set up a visit.
4. SADO will send an email confirmation of reservation for the video visit.
5. When the video visit is completed, SADO's Schedule Administrators will confirm and sign-off. The Assigned Appellate Attorney will receive an email indicating the visit was completed.
6. The Video Visit Confirmation form must be submitted by the Assigned Appellate Attorney with his/her voucher.

**Hours of Video Conferencing at SADO
9:30 a.m. to 5:00 p.m.
Monday through Friday**