



**Please State the Following Information:**

- First Name Only (privacy)
  - What is the length of LO sentence and how long they have been serving for
  - Number of days since they have last seen them - (use date calculator so we have exact numbers, <https://www.timeanddate.com/date/durationresult.html>)
  - What has been the hardest aspect of the COVID crisis for your LO?
  - What is one thing that would make it easier for you and your LO?
1. Should be no more than a minute long
  2. Stand in front of a plain solid background (no art, pictures, mess countertops to distract from you speaking)
  3. Make sure extra noise is off in the background (no music, tv, children screaming, etc)
  4. Try to have a well lit room, with natural light if possible
  5. Practice once or twice answer all the questions before you record yourself to feel more comfortable

Please upload the video directly to our Dropbox (link provided in email) OR email directly to [contact@mijustice.org](mailto:contact@mijustice.org).

**Please note that if you choose to email it directly to us, you will have to compress the video yourself before sending it to us. If you use Dropbox, we will compress your video for you.**