

JOHN BEL EDWARDS  
Governor



SHERYL M. RANATZA  
Board Chair

---

# State of Louisiana

---

BOARD OF PARDONS AND PAROLE

---

## NOTICE AND AGENDA

HEARING DOCKET: \_\_\_\_\_

The Committee on Parole (Parole Board) will meet and conduct parole hearings on \_\_\_\_\_. These meetings will be conducted by video conference using ZOOM. You may choose to participate in the hearing process through the ZOOM meeting portal, by phone, or by sending in a letter and/or video to the Parole Board prior to the hearing. The offender will not be physically present, but will meet with the panel through video conference from their current correctional institution. If attending in person, you should join the meeting 15 minutes prior to the start time. If you are unable to attend the hearing and wish to know the results, please contact the Parole Board office at (225) 342-5421 or (225)342-6622, after the date of the hearing.

Pursuant to the Public Meeting Law, the Parole Board may go into Executive Session to discuss confidential information relative to the referenced case.

The Department of Public Safety and Corrections maintains a database for victims of crimes and if a victim wishes to do so, they can register with the department. Once registered, a victim will be notified of certain changes in the status of the convicted offender. If you are not registered and would like to be, you can contact Crime Victims Services Bureau by calling (225) 342-1056 or download a copy of the registration form from the Victim Services page on the agency website at <http://www.doc.louisiana.gov/>.

### **Public Comment:**

There are two options to provide public comment for the Parole Hearing, of which you have interest, prior to or during the meeting. See the process below for both options. Any public comment received will be read during the meeting, except those provided by victims, which will be kept confidential.

#### **Prior to the Meeting:**

- Emailing the Board, a Video and/or letter, up to 5:00 pm on the day before the hearing. All emails must be submitted to [PBHQParoleBoardHQ@La.gov](mailto:PBHQParoleBoardHQ@La.gov) and must include the offender's name and DOC number, your name and a statement. If you will be attending or wish to speak during the meeting, please indicate in your email and you will be addressed during the meeting.
- Mail in a letter and/or video to the Parole Board at P.O. Box 94304, Baton Rouge, LA 70804.

#### **During the Meeting:**

- If you choose to participate live through ZOOM, please see the attached instructions for attending through ZOOM. You will find the individual meeting numbers listed below. Once in the meeting room, inform staff if you would like to speak.
- If you choose to participate by phone, you will dial 1(669)900-6833 or 1(646)876-9923 and enter the meeting number listed below.

If there are any questions regarding the instructions above, please contact (225) 342-5421 or (225) 342-6622.

You are encouraged to test your device prior to the meeting to ensure there are no connectivity problems.

Assigned	Applicant's Name:	DOC #:	Hearing Location:	Judicial District:	Start Time:	Meeting ID #:
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

**Please refer to the Board's webpage at <https://doc.louisiana.gov/imprisoned-person-programs-resources/pardons-parole/parole-schedules-dockets/> for specific docket information.**

*If special accommodations are needed, please email [PBHQParoleBoardHQ@La.gov](mailto:PBHQParoleBoardHQ@La.gov) or call the Board office at 225-342-6622.*