

Legal Access, Unmonitored Communication, and Legal Mail Procedures

Detainees shall be provided timely, free, confidential, and unmonitored legal communication with their attorneys through approved telephones, laptops, virtual meetings, legal mail, and in-person visitation. Detainees may request legal communication services by submitting a Detainee Request Form or by notifying any staff member. Staff shall make request forms readily available and coordinate detainee escorts to approved legal communication areas located in B Dormitory and/or Legal Department.

Virtual and Telephone Legal Meetings

Detainees may participate in confidential legal meetings by telephone or Zoom. All approved legal communications shall remain private, confidential, and unrecorded.

- Attorneys may schedule virtual legal meetings by emailing Legal@privacy6.com.
- Detainees may request unmonitored legal calls or virtual meetings through written Detainee Request or verbal notification to any staff.
- Staff shall coordinate scheduling and detainee movement for approved legal meetings.
- Legal Virtual and Telephone meetings shall be available seven (7) days a week, including holidays, from 7:00 A.M. to 7:00 P.M.

In-Person Legal Meetings

Detainees shall be permitted to meet privately with attorneys in confidential legal visitation rooms.

- Attorneys may schedule legal visits by emailing Legal@privacy6.com.
- Attorneys arriving without a scheduled appointment shall complete a Legal Counsel Visitation Request Form upon arrival.
- Private legal meeting rooms shall be provided based on availability.
- Detainees may request in-person legal meetings through approved communication methods with their attorney.
- Legal Visitation hours shall be available seven (7) days per week, including holidays, from 7:00 A.M. to 7:00 P.M.

Legal Mail

- Legal mail includes confidential correspondence between detainees and attorneys, courts, or authorized legal entities.
- Incoming legal mail must clearly display the detainee's full name, A-Number, and should clearly state Legal Mail. Legal mail shall be inspected for contraband only and shall not be read or reviewed by staff.
- Outgoing legal mail must include the detainee's full name, A-Number, facility return address, and the proper legal mailing address. Detainees may request assistance sending legal mail by speaking with any staff member or by submitting a Detainee Request form.

Legal Email and Resources

Attorneys may request information or schedule legal meetings by emailing Legal@privacy6.com. All protocols are available in the Detainee Handbook. Copies are available in the library or upon request.

Detainee request forms are available throughout the facility. Detainees can request to any staff member for a detainee request form. Detainee request forms can be given to any staff member or placed into any secured Detainee Request/Grievance box. Request/Grievance boxes are located at all entrances to the dining hall.