



Legal Visit Request

Name of Inmate/Probationer/Parolee: _____

Name of Representing Law Firm: _____ Contact Person: _____

Address: _____ Telephone: _____

This visit is requested for: Date: _____ Time: _____ Case Number: _____

Attorney, Name: _____ Bar # _____ State _____

Paralegal or Legal Representative, Name: _____

Paralegal Driver's License Identification Number: _____

Place of Birth: _____ Date of Birth _____

Legal Visit Requirements

1. For a legal visit to be approved, the legal visit request must be for one of the following:
 - The firm has a current attorney-client relationship with this inmate, probationer, parolee.
 - The inmate, probationer, parolee is witness to a case in which the firm is involved.
 - The Director granted advance approval for a polygraph or other approved assessment to be conducted.
2. If the legal visit is approved, the attorney, paralegal, or legal representative are authorized to bring pens, paper, and legal documents into the facility only; any other items must be approved in advance as requested below.
 - Laptop computer
 - Computer data storage device (disc, flash drive), specify type, number: _____
 - Polygraph Equipment (Must be approved in advance by the Director)
 - Other items, specify: _____
3. All items entering the facility are searched, inventoried and, other than legal documents delivered to the inmate, probationer, or parolee removed from the facility at the conclusion of the visit. Laptop computers approved for entry must not be connected to the DOC network and must not be used give an inmate, probationer, or parolee internet access or access to send or receive emails. The use of non-DOC storage devices with DOC equipment is prohibited.
4. The attorney and their legal representative must present a government-issued photo ID and State Bar card or a signed letter on the firm's letterhead authorizing the legal representative to visit on the attorney's behalf to enter the facility.
5. Photograph, audio, or video recordings without prior approval of the Facility Unit Head is prohibited.
6. A law firm attorney requests the listed legal representative(s) be allowed to visit the inmate, or probationer/parolee to represent the firm in the transaction of legal business. On behalf of this firm, the attorney provides:
 - Certification of the representative's ability to perform this role and awareness of the responsibility of this position.
 - A pledge to provide general supervision of the legal representative's activities
 - Acceptance of personal and professional responsibility for all acts of the legal representative that may affect the facility, its inmates, probationers or parolees, and DOC staff.

Signature of Law Firm Attorney State Bar # Date

Facility Review

Person Contacted Date Time Yes No
Confirmation Obtained

Referred to Facility Unit Head Name, Title, Signature

Inmate or Probationer/Parolee Refused Legal Visit

Inmate Signature Witness Signature

