

## **SCHEDULING CLIENT MEETINGS AT THE SHERIDAN FDC PANDEMIC EDITION**

The Sheridan Federal Detention Center has an attorney-client visiting area with 4 private rooms. Visits are ordinarily scheduled by using the calendar managed by the Federal Public Defender of Oregon, which can be found here: <https://sheridan.skedda.com/booking?viewtype=3>

Attorneys may schedule visits for themselves or their investigators or their experts. Note that for in person visits, each visitor must have been authorized to enter the prison, which ordinarily requires a background check and either a court order (for experts) or a signed form from the attorney that they employ the visitor and are responsible for their conduct. Sheridan applies the same rules for video visits.

During the pandemic, the visiting room is closed for in-person visits. Attorneys may schedule use of the attorney-client video room or a phone call. Currently there is one video room reserved for attorneys, and two video rooms are used by the court. A fourth room has a phone only. Eventually a video will be added to that fourth room, and it will be available for attorney-client video conferences as well as phone calls.

### **Basics:**

1. Make your reservation on M-Th for the next week or later, not for the current week. Do not make a reservation on Friday for the next week. The reason for this is that the panel office sends to Sheridan every Thursday an email with all the requested appointments for the next week. Your appointment will not be sent if you make it on Friday for the next week.
2. You will get an email confirming your appointment and providing video dial in information on Friday.
3. Be considerate: Sheridan needs to move clients out of and into the rooms, so you will need to stop on time.
4. For the video, everyone is using the same electronic “room.” This means that if you dial in early, before your appointment, you will be walking into the room of the person before you. If you want to practice, practice on Saturday or after 5pm.

### **Specifics:**

**To schedule a room**, sign up for the calendar. Log in. If you are on the “month” view (see upper left corner), you will see on the calendar which times have already been reserved. The FPD panel office has administrative rights and knows who has reserved the room, but the general user cannot see that. Use the “+” sign in the lower right corner to ADD a reservation. Select the date you want and the time you want. Then in the “space” area, select from the dropdown menu: room 4- video or room1- phone. In the **Notes field**, put the information that Sheridan will need. This is listed at the top of the calendar to remind you: **Client Name/ Register # / Attorney name & anyone else accompanying attorney/ Phone number for Sheridan to call you.** Technically you only need to give the phone number if you are using the phone room (they will call you), not a video call, but it never hurts to give them a way to contact you. If the video fails, you can use the phone in that room to talk to your client.

**Phone meetings are limited to 30 minutes in order to give more people access to this room. Please set the time for a 30 minute slot.** In addition, we are attempting to call clients in J1 in the morning from 9-12 and J2 in the afternoon from 12-3. This will allow the Sheridan staff to bring up a group of clients at once and have them wait in the visiting area together. When you first meet your client, ask them to call and tell you once they get to Sheridan and say if they are in J1 or J2 (and write it down). If you forget, your call might be very short because it takes almost 20 minutes to get a client into the room.

Video meetings are done through the court's Jabber/Cisco system (for now). You will receive an email with instruction on how to dial in.

On the Friday of the week before your visit, you will receive an email from the FPD panel office (usually from Ebony Riley) that confirms your visit or alerts you to a problem (e.g., your client is in medical or the SHU and cannot come to the video room, or one of the parties has not been cleared by Sheridan for visits). The email will also have instructions on how to dial in, like this:

#### **COMPUTER/LAPTOP CONNECTION:**

- 1) Using Internet Explorer or Chrome, connect to <https://aomobile-west.uc.uscourts.gov/call/3000000>
- 2) There may be a warning from Internet Explorer that the connection is unsecure. Proceed past the warning and follow on-screen prompts to download/install the Cisco Jabber plug in.
- 3) Once the plug in is installed, click on the "Call" button. Once connected to the lobby, using the keypad on the screen (not on your keyboard), **enter room code \_\_\_\_\_#**

#### **MOBILE PHONE CONNECTION:**

- 1) Go to App Store, download "Guest Access - Cisco Jabber" (not regular Cisco Jabber)
- 2) After opening the app, tap on "Enter your calling URL" on the bottom of your screen
- 3) Type in this address for the calling URL: <https://aomobile-west.uc.uscourts.gov/call/3000000>
- 4) This will connect you to the West Coast AA Bridge, which is like a lobby for all of the virtual meeting rooms
- 5) Once you are connected to the bridge, using the keypad on the screen, **enter room code \_\_\_\_\_#**

**\*\*\*Also a few friendly reminders:** There is one "room" to call into open 9-3. Be sure to call when your appointment starts. If you call too early, you will be listening to the person before you. Watch your screen to be sure you and your client are the only participants and no one has called in during your scheduled time. Please be considerate and end your meeting at ten minutes to the hour, so your client can be taken from the video room and the next person brought in.

**As a courtesy, if you are unable to attend your video conference or your phone call, please cancel through the Skedda calendar and reach out to Sheridan directly: [SHE/Attorney\\_Notification@bop.gov](mailto:SHE/Attorney_Notification@bop.gov).**

#### **OTHER SHERIDAN ACCESS ISSUES:**

1. If your client is in “quarantine,” you cannot easily talk to him. Quarantine is either for 14 days before a client is transferred to complete his sentence in the community, or for 14 days upon arrival to the institution. If you break the pre-release quarantine, your client has to start over. If you break the arrival quarantine, the staff have to clean everything that was touched, and everyone gets very worried. So unless it is an emergency, do not try to talk to your client in quarantine. If it is an emergency or urgent, call FPD Lisa Hay, who will call the warden, who has agreed to problem-solve. This may result, for example, in your emailed letter being delivered to the client, or a phone being brought to or close to the quarantine cell.
2. If your client is in the SHU, the Sheridan staff can arrange a phone call, but again with difficulty. Try sending an email to [SHE/Attorney\\_Notification@bop.gov](mailto:SHE/Attorney_Notification@bop.gov) and explain the reason why regular mail is not fast enough and why a call is needed. Be available at the times you give for the call.
3. CORRLINKS: the district court’s [standing order 2020-10](#) extends the attorney-client privilege to emails to clients in custody, but staff at Sheridan will still read them. They believe it is necessary for the safety of the institution because clients will mark every email as privileged in order to avoid scrutiny. Be alert for any use of these emails for criminal prosecution or loss of good time and be prepared to litigate. Also, do not include confidential information in these emails. We have made the request for free email access for indigent clients but the Bureau of Prisons management in D.C. has not made a decision.
4. Phone calls for clients within J1 and J2: there are 3 phones for social calls in J1 and J2, and 1 phone in each unit for attorney-client calls. The attorney-client phone is not monitored. Your phone number must be registered with Sheridan in order for the client to call you on that phone. Sheridan will seek to add another phone line in each unit for additional attorney calls, but that may take several months. If you receive a call from a client, it is always worth starting the call by stating your name, that you are an attorney, the content is privileged and monitoring should stop.
5. If you need a video appointment this week and forgot to make one, you can look at the calendar and see if any slots happen to not be taken this week. If available, reserve it, then email Sheridan at [SHE/Attorney\\_Notification@bop.gov](mailto:SHE/Attorney_Notification@bop.gov) and ask if you can see your client on video at that time. Remember that even though the calendar will send you a “confirmation,” no one will make the request to Sheridan unless you do. This is not the favored approach because it creates more email traffic to Sheridan, but you can try it.