

SCHEDULING CLIENT MEETINGS AT SHERIDAN FDC

(updated 01/05/2026)

Please Note: For **anything** Sheridan-scheduling related, please use ORX_SheridanScheduler@fd.org. This will ensure a timely response to your Sheridan-related email. Thank you!

The Sheridan Federal Detention Center has an attorney-client visiting area with private rooms. The Office of the Federal Public Defender manages scheduling for virtual and in-person visits using an online calendar at <https://sheridan.skedda.com/booking> (Skedda). Use the links in the lower left-hand corner of the Skedda website to either register for a Skedda account or to login.

FDC LEGAL VISITING TIMES:

J1 and J2 legal visits occur at separate times (see below). When you first meet your client, **ask them to call you once they get to Sheridan to let you know whether they are in J1 or J2.** Sheridan will not provide this information to you.

Appointments on Skedda must be made by Thursdays at NOON for appointments to be held the following week. NO EXCEPTIONS.

IF YOU NEED TO CHANGE OR CANCEL AN APPOINTMENT: Once appointments are confirmed in Skedda, they are locked and cannot be changed or cancelled by the Skedda user. **Please change/cancel appointments at least the day before by 3:30 PM by emailing ORX_SheridanScheduler@fd.org.** Missed (no show) visits, late arrivals, or late cancellations result in unnecessary problems for Sheridan and must be avoided. Same day cancellation for illness or other sudden, unforeseen situations should be communicated immediately to ORX_SheridanScheduler@fd.org who will immediately advise Sheridan. Users who violate this policy may be subject to access limitation.

The Skedda calendar is ONLY for **scheduling** visits **Monday through Friday** as follows:

SCHEDULE	J1	J2
MONDAY	NO MONDAY	8:30 am – 3:00 pm
TUESDAY	8:30 am - 12:00 pm	12:00 pm - 3:00 pm
WEDNESDAY	8:30 am - 12:00 pm	12:00 pm - 3:00 pm
THURSDAY	8:30 am - 12:00 pm	12:00 pm - 3:00 pm
FRIDAY	8:30 am - 3:00 pm	NO FRIDAY

If you cannot schedule by the previous Thursday at noon but still need to see your client, you may consider driving out to Sheridan to visit the client in person. In-person visits are available Monday through Friday according to J1 and J2 visiting times. Walk-in visits do not preempt scheduled appointments, so you may have to wait for an available room.

For weekend visits, Saturdays from 8:30 am to 3:00 pm for J1; Sundays from 8:30 am to 3:00 pm for J2. This is in person only, and it is walk-in - on a first-come, first-served basis.

SHU CLIENTS: If your client is in the SHU, you may email ORX_SheridanScheduler@fd.org for access to the SHU calendar. Then, in Skedda, you may schedule during the following time: **TUESDAYS ONLY -- 08:30 AM to 10:30 AM BY PHONE, IN PERSON, or VIDEO AT MACHINE IN FCI**

Since SHU appointments are so limited, we ask that you stick to a 1-hour slot per week if possible. Be available at the time you are given for the appointment, as Sheridan admin staff takes time out of their day to make these SHU visits happen, often having to shut down prison movement or making other special arrangements.

TO ATTEND A VISIT:

Attorneys only need to present their bar card to visit. Each non-attorney visitor must be pre-authorized by Sheridan and be on the Approved Visitor List. If the non-attorney visitor is not already on the Approved Visitor List, attorneys should supply the visitor with a signed Application to Enter form stating that they are employing the visitor and are responsible for their conduct. They must also complete an NCIC background form. Contact the Sheridan Scheduler for appropriate forms. Completed forms along with a copy of photo ID should be sent to: ORX_SheridanScheduler@fd.org. Applications for approved visitor status may take some time for processing – visitors may not be scheduled until approved. Each person on the visit must be approved and present for case-related purposes only (no social/family visits).

TO SCHEDULE A VISIT:

Attorneys or approved providers may schedule group visits for themselves and other approved experts. HOWEVER, for individual visits, providers should schedule their own visits (through their own Skedda account) in case emergency communications or rescheduling is needed.

IMPORTANT: PUT THE INFORMATION IN **EXACTLY** IN THE FORMAT SHOWN BELOW. This is important because this information is fed directly into a spreadsheet for Sheridan. Having information input incorrectly causes hours of correction by FPD staff and may result in rejection of appointments.

(1) Client LAST Name, Number, Unit; Attendee Info:

CLIENT LAST NAME, NUMBER, UNIT* ?

JONES, 44444-444, J1|

ATTENDEE INFO* ?

VIDEO Atty Smith 555-555-5555; Investigator Jane Jones 222-222-2222; Interpreter Mick Miller 999-999-9999 (add pertinent notes here - may be "bringing laptop" or other note - do NOT reiterate your client's information here)

Private attorneys and service providers should follow the format above.

Federal Public Defender's Office employees, your title should be "**AFPD**" if you are an attorney, and the abbreviation "**FPD**" should precede the titles Investigator, Interpreter, etc. for easy identification.

(2) Please do not put any information in the BOOKING TITLE space; it should be **BLANK.**

BOOKING TITLE

*****DO NOT PUT ANY INFORMATION HERE*****|

****NOTE: If you want to set in person or phone, choose any available room in your client's unit schedule, being mindful to leave video rooms for others needing them, if possible. Video with screen share must be in Room 1 and regular video in Room 2. If anyone in your appointment will attend via different medium, that is, one is in person and one is by video or phone, please indicate before the person's title what medium they will use. Example: IN PERSON Atty A 555-555-5555; VIDEO Interpreter B 777-777-7777.**

No later than Thursday at 5:00 PM, please check your booking in Skedda to verify your appointment. Sometimes things need to be changed due to entry mistakes or facility requirements. Your confirmation is your NOTICE that something is confirmed or has changed. You will receive a confirmation email from Skedda – it will not be a personalized email from the Sheridan Scheduler. Contact ORX_SheridanScheduler@fd.org **right away** if you notice any issue or anything that is incorrect – do not wait until the date of your appointment.

The result of your appointment will say CONFIRMED and may contain other pertinent information here (be sure to check!):

BOOKING TITLE

CONFIRMED

Please remember: Sheridan staff needs to move clients into/out of rooms – there may be delays in start times. Please conclude your meeting on time, or as otherwise requested. For video visits, everyone is using the same electronic “room” so if you are early, you are “walking into” the room of the person before you. If you want to practice, do so evenings/weekends.

IMPORTANT SHERIDAN ACCESS INFORMATION:

1. **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. Start the email with a notification that this is an **attorney-client privileged communication**. Nevertheless, you may not want to include confidential information in these emails.
2. **ATTORNEY PHONE:** There are three phones for social calls in J1 and J2, and **one phone in each unit for attorney-client calls. The attorney-client phone is not monitored.** Your phone number must be registered with Sheridan for the client to call you from that phone (contact the Sheridan Scheduler for the form to register/update your phone number). If you receive a call from a client, it is always worth starting the call by stating your name, that you are an attorney, that the content is privileged, and that any monitoring should stop.
3. **SHERIDAN SCHEDULER:** The Office of the Federal Public Defender maintains the Skedda calendar and Sheridan Scheduler email account to provide access to clients. The Sheridan Scheduler, however, does not make or enforce Sheridan's rules. Requirements for or changes to scheduled visits are solely at the discretion of Sheridan.