



MEMO

To: Legal Representatives

From: MTC

Subject: Virtual Attorney Visitation

Date: 08/11/2022

Virtual Attorney Visitation Instructions:

As an alternative to in-person legal visitations, and to improve detainee access to their legal representatives; the OCPC offers detainees and their legal representatives with the option to conduct Virtual Attorney Visitations (VAV). The VAV will allow detainees confidential contact with attorneys and their authorized representatives. VAV's will be conducted Monday through Friday from 08:00 hours to 16:00 hours with the exception of holidays. All VAV's shall be scheduled in increments of 30 to 60 minutes.

The following steps must be conducted by the legal representative and/or assistant in order to schedule a VAV:

- Legal representatives wishing to conduct a VAV with their clients will be required to schedule the visitation at least 48 hours in advance with the facility's point of contact (POC).
- Legal representatives, and/or legal assistants, wishing to conduct a VAV must provide the following information:
 - a. Date
 - b. Visitor's name
 - c. Visitor's address
 - d. Supervising attorney's name (if assistant)
 - e. Bar Card number
 - f. Type of visit (pre-representational, representational, or consultation/expedited removal)
 - g. Detainee's name and a-number
 - h. Whether the legal representative currently has a G-28 on file

- Legal representatives may contact OTERO-LegalAccess by email to request a VAV:

Email: OTERO-LegalAccess OTERO-LegalAccess@ice.dhs.gov

- The legal representatives will receive a confirmation email from the facility's POC advising of the availability of dates and times for VAV's.
- Once the legal representative provides date and time of appointment, the facility's POC will respond with a confirmation email.