



U. S. Department of Justice
Federal Prison System

NUMBER: ALX-1315.07B
DATE: April 1, 2009
SUBJECT: Legal Activities, Inmate

Federal Correctional Complex
Allenwood, PA

Institution Supplement

1. PURPOSE. To establish procedures which will afford inmates at the Federal Correctional Complex (FCC) Allenwood, Pennsylvania reasonable access to the law library and an opportunity to prepare legal documents.

2. DIRECTIVES AFFECTED.

a. Directives Referenced

P.S. 1315.07 Legal Activities, Inmate (11/05/99)
P.S. 1350.02 Acceptance of Donations (06/29/98)
P.S. 5264.08 Telephone Regulations, Inmates (01/24/08)
P.S. 5265.11 Correspondence (07/09/99)
P.S. 5270.07 Inmate Discipline and Special Housing Units (03/20/06)

b. Directives Rescinded

I.S. ALP-1315.07D Legal Activities, Inmate (01/01/06)
I.S. ALX-1315.07A Legal Activities, Inmate (01/01/07)

3. STANDARDS REFERENCED.

ACA: 4-4257, 4-4262, 4-4263, 4-4264, 4-4442

4. PROCEDURES.

a. Main Law Library:

(1) The Supervisor of Education is responsible for the proper filing, storage, and issuance of materials.

(2) The main law library is located in the Education Department. A basic law library is located in the Special Housing Unit.

DISTRIBUTION: Wardens, AWS, Dept. Heads, Unions, Reference Libraries, Inmate Law Libraries

(3) The main law library is open six days a week, Monday through Saturday, to include day, evening, and weekend hours. Hours of operation are posted in the law library at each facility.

(4) The law library includes all materials as outlined in Program Statement 1315.07 and all supplementary legal materials issued by the Central Office. Donated materials will be accepted in accordance with Bureau of Prisons policy and are limited to space and usefulness.

(5) Inmates in the Special Housing Unit (SHU): Education staff will make weekly visits to the SHU to ensure all inmates housed there are provided with requested legal reference materials. Inmates housed in the SHU who are in need of additional legal material, not available in the basic library, are to complete an Inmate Request to Staff Form and address it to the Law Library Coordinator.

(6) Inmates have access to a photocopier machine that is located in the main law library. The photocopier is operated on a Key Card System. The Key Cards may be purchased at the commissary. Inmates in the SHU must request copy services via the Inmate Request to Staff Form. Copies for the SHU will be made by Education staff and inmates will sign a BP-199 Form to cover the cost of reproduction at a cost of \$.15 per page.

(7) Inmates that have been declared indigent by their Unit Team and request assistance from staff in obtaining legal copies must meet the criteria listed below. Inmates who meet this criteria will be provided photocopies of documents being sent to the Court.

When requesting copies of legal work, the following procedures must be followed:

- (a) Inmates must turn in their legal work package to their Unit Team.
- (b) The Unit Team must verify a legal deadline has been imposed by the Court.
- (c) The Unit Team must verify the number of copies needed through an official means, such as a letter from the Court dictating who needs to receive copies. Otherwise, only one copy will be made.

- (d) If an inmate has money in his Commissary Account to pay for the requested copies, and a verified legal deadline does exist, the Unit Team is to make arrangements for the inmate to go to the Commissary and purchase the required number of copy cards to make his copies. Education will not make copies if the inmate has the funds in his account to pay for copy cards.
- (e) The Unit Team must hand deliver the inmate's package to Education to ensure the documents that were approved are the ones received. Copies will not be made of any materials presented by the inmate.

b. Inmate Preparation of Legal Documents:

(1) Typewriters are maintained and available for inmate use within the main law library. Typing and correction ribbons for the electric typewriters are sold in the Commissary. Manual typewriters with ribbons are available for those inmates who do not choose to purchase ribbons.

(2) A list of frequently requested addresses are posted in the main law library. This includes the addresses for the Clerk of the Court for the Middle District of Pennsylvania, Federal Bureau of Prisons Regional Counsel's Office, and various elected officials.

(3) Inmates may assist each other in preparation of legal documents provided it is done during leisure hours and is done in the law library on a voluntary basis. Inmates may not possess property belonging to another person. Accordingly, possession of legal materials belonging to another inmate is prohibited. An inmate must be present when legal work on their behalf is being performed. Staff may impose limitations on the assistance in the interest of institution security, good order, and/or discipline.

(4) Legal materials and resources (books, pamphlets and volumes) will not be removed from either law library without written approval from the Supervisor of Education. Inmates in possession of books, pamphlets, and volumes outside the law library will be subject to administrative/disciplinary action.

(5) Envelopes, typewriter ribbons, correction ribbon, and other legal supplies are available for purchase in the Commissary.

c. Witnessing of Signatures:

(1) Staff need not administer oaths and witness inmate signatures on any documents to be filed in Federal Courts or with federal agencies unless directly instructed to do so by the Court or agency. Inmates may make their own unsworn declaration on such documents by placing the following paragraph at the end of the document:

"I declare (or certify, verify or state), under penalty of perjury, that the foregoing is true and correct. Executed on (date)."

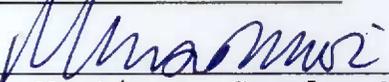
"Signature"

(2) For documents requiring a sworn declaration, i.e. documents to be submitted to a State Court or State agency that requires a sworn, rather than unsworn declaration, it is the policy of the Federal Bureau of Prisons to administer oaths prior to witnessing the signatures of persons executing these documents.

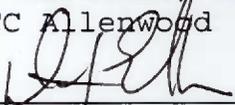
Case Managers have been designated as the staff members to administer oaths at FCC Allenwood. Oaths will be administered in accordance with current Bureau of Prisons policy.

(3) Notary Public services are designated to the Unit Team. An inmate who requests to have a Notary Public witness a signature must make arrangements through his Unit Team. Inmates are responsible for all related fees and costs.

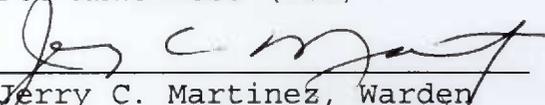
5. OFFICE OF PRIMARY INTEREST. Education Department
6. ATTACHMENTS. None
7. EFFECTIVE DATE. Immediately upon issuance
8. APPROVAL SIGNATURES.



R. Martinez, Complex Warden
FCC Allenwood (USP)



David J. Ebbert, Warden
FCC Allenwood (FCI)



Jerry C. Martinez, Warden
FCC Allenwood (LSCI)