

## LEGAL NOTICE

- Legal visiting at MDC Brooklyn resumed on Tuesday, February 16, 2021.
- Legal visits may be scheduled by an appointment system.
- There will be walk-in legal visits on Monday-Friday during the hours of 8:00 AM – 12:00 PM.
  - Walk-in visits will take place in the social visiting area of the visiting room.

### **MDC Brooklyn Guidelines for In Person Legal Visits**

- All legal visiting will need to be scheduled via Skedda for MDC Brooklyn.
- Please log on to <https://legalvisitmdc.skedda.com/booking>
- Once you have scheduled your appointment via Skedda the following applies:
  - Email BRO-LegalVisit-S@bop.gov
    - Subject: 2021-04-20 Doe, John 12345-678 @ 10:00 AM
    - Body of Email:
      - State if you have a NY State Secure Pass. If not, provide the state you are admitted in and the bar number for verification.
      - Any equipment you will be utilizing
    - Attachments:
      - Lap Top Request Form
      - Support Staff Letter
      - Any other documents if needed.
- If the e-mail is not received the appointment will not be honored.
- Emergencies may also be accommodated, if possible, on a case-by-case basis.
- Please note, standard visits will last one (1) hour, and should be limited to one attorney visiting one client. If you need additional time, the assistance of an interpreter, or would like to request an additional attorney participate in the visit, please include this information with your request.
- Please include in your email whether you possess a New York State Secure Pass or Federal Defender ID. If you do not possess either identification card, please advise what state you are licensed to practice in, and if applicable, your bar ID number.

### Days / Hours for Visiting

#### **Monday through Friday (Excluding Federal Holidays):**

- 8:00 AM to 3:00 PM
- 2:00 PM to 5:00 PM \*\*

(\*\*You will stay through the count, with the inmate you are currently with)

#### After the 4:00 PM count hours:

- 5:30 PM to 8:00 PM

#### **Weekends**

- 8:00 AM to 9:00 AM \*\*

(\*\*You may stay through the count with your inmate or you can leave at 9:00 AM and return after the count clears)

- 11:00 AM to 3:00 PM