



# Legal Mail Portal User Guide

**Kentucky.gov**

*229 West Main Street, Suite 400*

*Frankfort, KY 40601*

*Phone: 502-875-3733*

*support@kentucky.gov*

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## Section 1: Getting Started

No special software is required to access the Legal Mail Portal. You only need the following:

- A computer, tablet, or mobile device.
  - If you are using a Windows computer, it will preferably be running at least Windows 7. If your computer has an older operating system, you may have some issues viewing and updating the website in outdated browsers.
  - If you are using Internet Explorer as your browser, you must have at least Internet Explorer 10, but preferably you will have the latest version downloaded, or use a different browser such as Chrome, Firefox, or Edge.
- An internet connection.

## Section 2: Creating an Account

1. Open a web browser and navigate to the Legal Mail Portal URL
  - a. [https://lmp.vendengine.com/visitor\\_login.php?jail\\_id=2516](https://lmp.vendengine.com/visitor_login.php?jail_id=2516)
2. Click the Create Account

**Login or Register**

Please login with the username or email used when creating your user account. If you do not have an account, please register for one below.

Username / Email Address

Password

[Forgot Password?](#)

Login

OR

Create Account

## 2a. Creating an Account

1. Enter information for all the required fields and click Register.
2. Attorneys will be required to show proof of licensure in good standing from any jurisdiction by uploading an image or PDF from their Bar Association.  
(See Appendix for instructions)

### Create Account

Please fill out all of the information below to create an account. All fields are required for registration.

Email Address test@test.com	
Password ●●●●●●●●	
Confirm Password ●●●●●●●●	
Your Full Name Test Jones	
Phone Number 858-741-5888	
Account Type Private Attorney	
Secondary Email	
Bar ID KY123	Bar State Kentucky
0.4 MB Credentials Remove file	

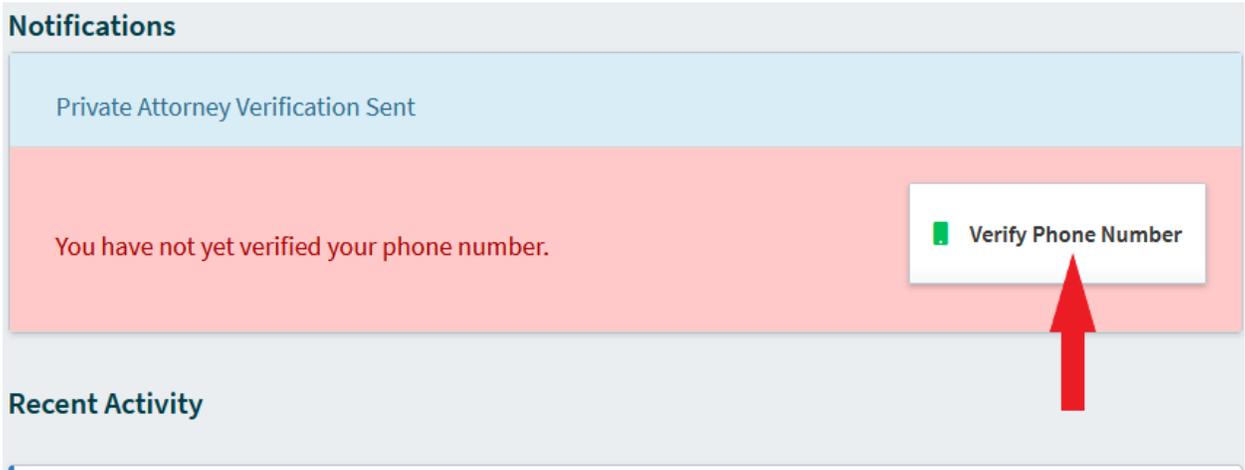
### Office Information

Office Phone 484-995-9595		
Name of Court / Court Office / Firm Test Law Firm	Contact Title Test Jones	Jurisdiction
Office Address 1 33 Elm Street	Office Address 2	
City Frankfort	Zip Code 40601	
State Kentucky		

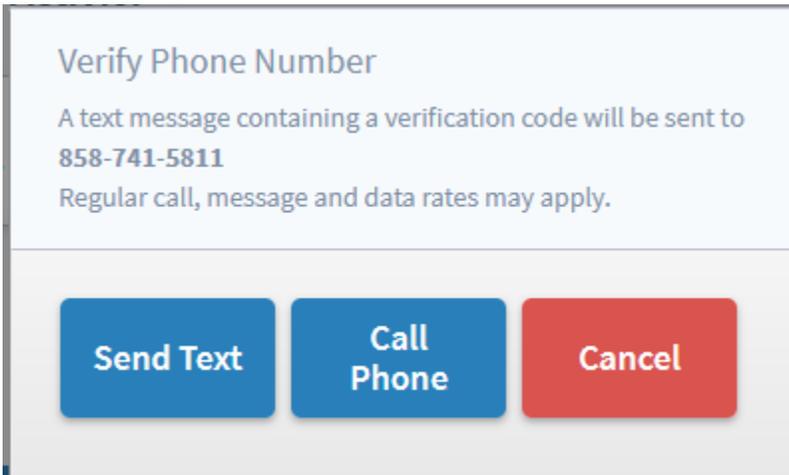
Register

## 2b. Verifying your Phone Number

1. Click the Verify Phone Number icon (This can be your office phone number or a cell phone number)



2. You can request verification via Text or Phone Call.

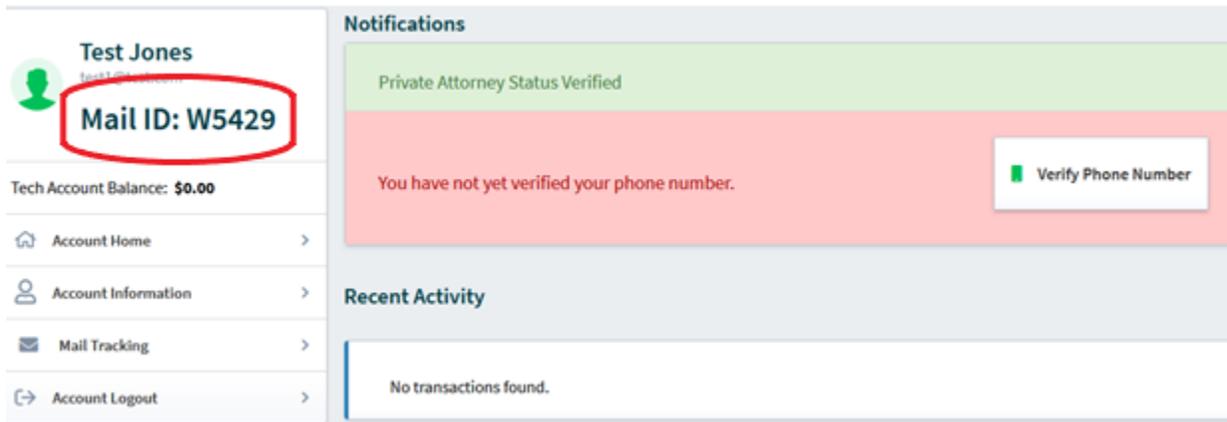


## 2c. Checking the status of your request.

Once you've created an account, a member of the Department of Corrections will be notified and begin the review process of your request.

1. If rejected, you will be notified via email and provided a reason for the rejection. You may update your submission and resubmit.
2. If approved, you will be notified via email.

3. Once approved, your status will change to verified and you will be given a Mail ID Number. PLEASE NOTE: Your Mail ID Number will begin with a letter.



**Test Jones**  
test1@...  
**Mail ID: W5429**

Tech Account Balance: **\$0.00**

- Account Home >
- Account Information >
- Mail Tracking >
- Account Logout >

### Notifications

Private Attorney Status Verified

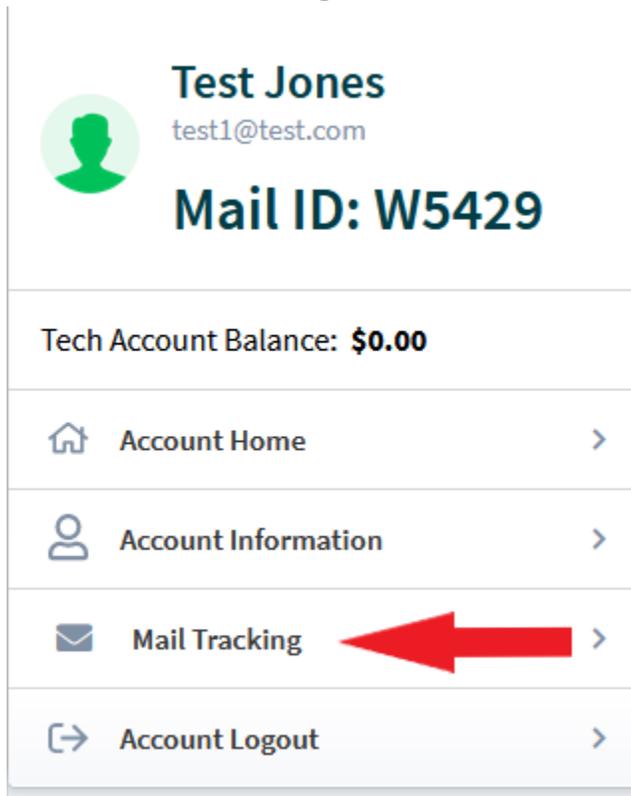
You have not yet verified your phone number. [Verify Phone Number](#)

### Recent Activity

No transactions found.

### Section 3: Generating Inmate Mail Numbers

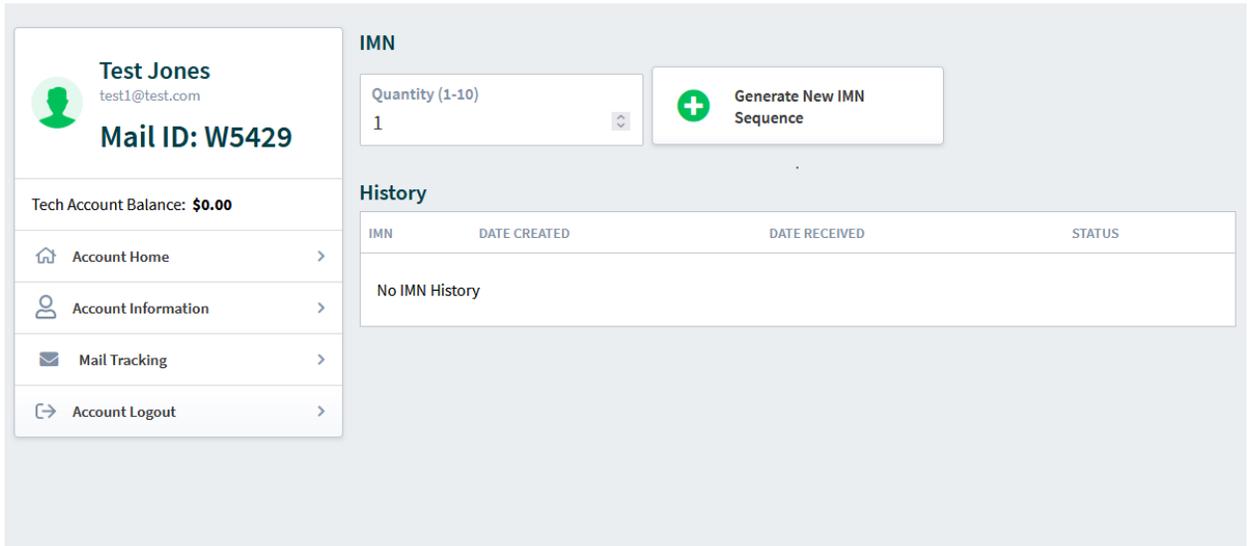
1. Click on Mail Tracking in the Left-Hand Navigation



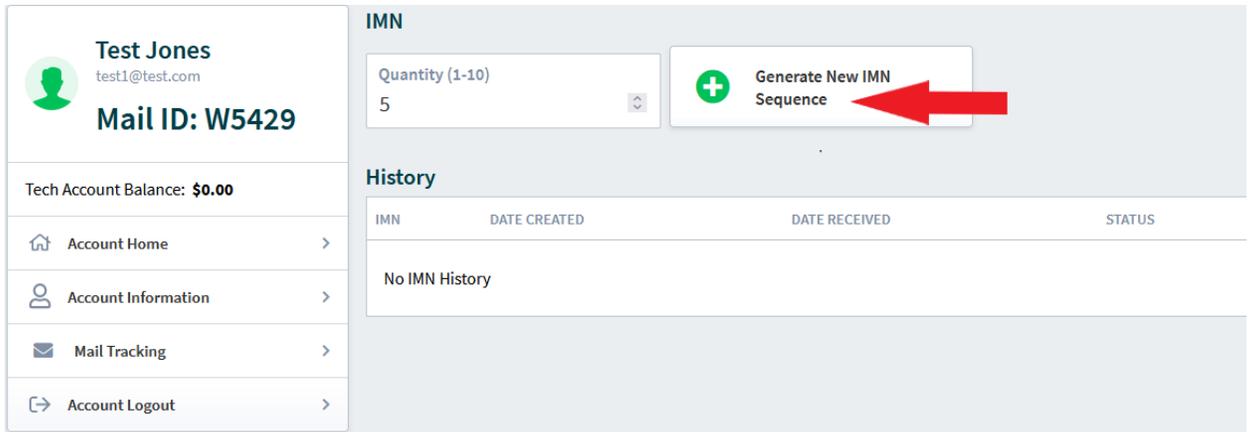
The image shows a user profile card for 'Test Jones' with email 'test1@test.com' and 'Mail ID: W5429'. Below the profile is a 'Tech Account Balance: \$0.00'. A navigation menu contains five items: 'Account Home', 'Account Information', 'Mail Tracking', and 'Account Logout'. A red arrow points to the 'Mail Tracking' item.

	<b>Test Jones</b> test1@test.com
<b>Mail ID: W5429</b>	
Tech Account Balance: <b>\$0.00</b>	
	Account Home >
	Account Information >
	Mail Tracking >
	Account Logout >

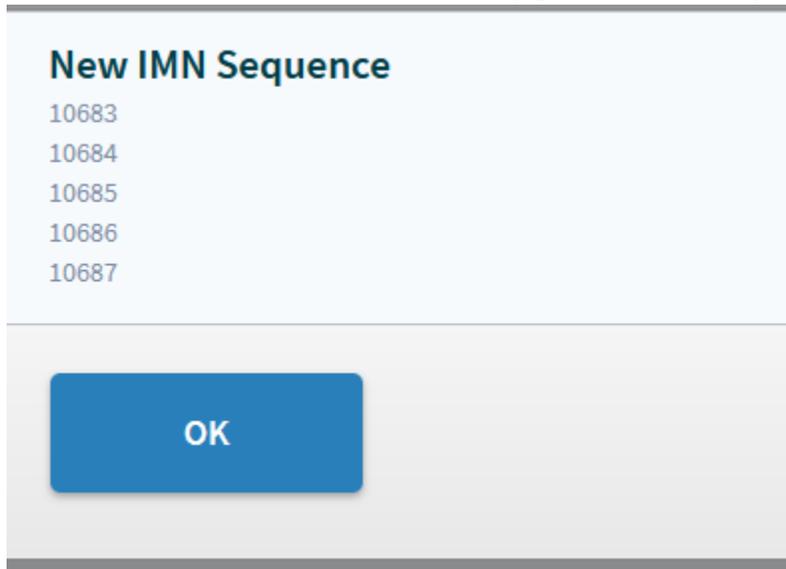
- From this screen, you will see your Inmate Mail Number (IMN) History and be able to generate new IMNs.



- In the Quantity field, enter the number of IMNs you wish to generate and click the Generate New IMN Sequence button. PLEASE NOTE: The maximum number of IMNs you can create at one time is 10.



4. The numbers will be automatically generated for you.



5. After the numbers have been generated, they will be added to your IMN History.

The screenshot displays a user interface for managing IMN (International Mobile Number) sequences. On the left, a sidebar shows the user's profile: Test Jones (test1@test.com) with Mail ID: W5429. Below the profile, the Tech Account Balance is \$0.00, and there are links for Account Home, Account Information, Mail Tracking, and Account Logout. The main content area is titled "IMN" and features a "Quantity (1-10)" dropdown set to 5 and a "Generate New IMN Sequence" button with a green plus icon. Below this is a "History" section with a table listing generated IMN numbers and their status.

IMN	DATE CREATED	DATE RECEIVED	STATUS
10687	09/07/2022 02:59 PM EDT		Pending
10686	09/07/2022 02:59 PM EDT		Pending
10685	09/07/2022 02:59 PM EDT		Pending
10684	09/07/2022 02:59 PM EDT		Pending
10683	09/07/2022 02:59 PM EDT		Pending

6. IMNs will remain in pending status until they are checked and either approved or denied by the Legal Mail Staff at the receiving institution. Users will see an updated status once they've been reviewed.

### History

IMN	DATE CREATED	DATE RECEIVED	STATUS
10687	09/07/2022 02:59 PM EDT	09/07/2022 04:43 PM EDT	Approved
10686	09/07/2022 02:59 PM EDT	09/07/2022 04:43 PM EDT	Denied
10685	09/07/2022 02:59 PM EDT		Pending
10684	09/07/2022 02:59 PM EDT		Pending
10683	09/07/2022 02:59 PM EDT		Pending

# **APPENDIX**

# INSTRUCTIONS TO VERIFY YOUR ATTORNEY CREDENTIALS

1. In the box for “Credentials” you will need to upload information from your state Bar Association to verify your office address and your licensure status.

 **Credentials**  
Verify Your Attorney Credentials (Bar Card)

2. For attorneys licensed in Kentucky: Go to <https://www.kybar.org/search/custom.asp?id=2947>
3. Enter your name in the “Name” field and click “Continue.”
4. Select your name from the resulting list. Save the page showing your contact information and license status. (Note: If your address listed with the Bar Association does not match the office address listed in your Legal Mail Portal registration there may be a delay in processing your application while the Department of Corrections verifies your identity and office address).

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[CONTACT US](#) | [PRINT PAGE](#) | [MY PROFILE](#) | [MANAGE PROFILE](#) | [SIGN](#)

  
**John Doe**

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**John Doe**  
Regular  
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**OFFICIAL ADDRESS INFORMATION**  

John Doe PLLC	(859) 000-0000 (Phone)
West Main Street	(859) 111-1111 (Fax)
Lexington, Kentucky	
40507	
United States	
[ MAP ]	

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**GROUPS**

Foundation
Kentucky Bar
Foundation Contribution

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**COUNTY**

County: Fayette

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**OTHER INFORMATION**

Date of Admission: 10/25/1982

Status: Active

Public Discipline History: No records of public discipline.

Area(s) of Practice:

Practice information pursuant to SCR 3.03: I am engaged in the Private Practice of Law, and I am currently covered by a policy of professional liability insurance with minimum limits of at least \$100,000.00 per claim and \$300,000.00 aggregate for all claims during the policy term.

5. Select the “Credentials” box on the Legal Mail Portal registration page and upload a copy of the document from the Kentucky Bar Association website with your contact information.