

NOTICE

By registering to use the Department of Corrections' Legal Mail Portal, You are Agreeing to the Following:

Statement of the Problem:

Recently, individuals seeking to smuggle drugs into Correctional Facilities have started doing so by soaking paper in chemicals, and then sending the paper into the facility through the mail. The recipient who receives the mail then breaks the paper into separate sections, which are then sold to be smoked or chewed by prisoners. These chemicals are very dangerous, potentially causing serious illness or death. However, the demand for these drugs in the prison is such that successfully smuggling them into a Correctional Facility is financially rewarding.

Due to the relative lack of scrutiny given to mail from attorneys, attorney mail can be a valuable target for smugglers. While verification of attorney mail can help prevent the use of recycled or doctored mail, there have been examples of attorneys unknowingly sending documents through the mail that contained contraband. Also, attorney envelopes previously mailed have been reused to transmit drugs into the Correctional Facility to make the mailing appear to be from an attorney.

By signing up for the Attorney Verification System, you are agreeing to take reasonable precautions to ensure that a letter or parcel you send does not contain contraband.

Rules to Follow:

In order to ensure that the letter or parcel you are sending does not contain contraband, please follow the following rules:

1. In general, do not send any document that you have not generated yourself, or through your trusted staff unless it is an official document from another trusted source such as a birth certificate, death certificate, affidavit, or something similar. Please make sure that staff is aware of these rules.
2. Do not place any original document provided to you by a third party into your letter or parcel, and send it into a correctional facility unless it is one of the documents described above. It may contain drugs.
3. If you have an original document which requires an original signature, rather than mail the document you should make arrangements to speak with the client and have them sign and return the document in your presence. Only send the document through the mail if you have verified that the document is authentic, and you have no other option.
4. If you receive a document from a third party to send to your client, make a photocopy of the document and send the photocopy.
5. Do not hand your envelope to a third party (such as the client's family) to mail. Always make certain that any envelope you send into a prison is sealed by you or by trusted staff, and placed directly in the mail stream without delay.
6. Be aware that a number of household chemicals, such as wasp spray, can be applied to paper to turn it into contraband. Please make sure that the chemicals in your office are there for a proper purpose.
7. If you come across any paper that is discolored or appears to have been soaked or sprayed with something, do not send it into a prison. Please handle with care.
8. Be aware that there are other ways to contact your client besides the mail. These include in person visits, confidential Zoom visits, and phone calls. In order to ensure that phone calls from prison are not recorded, please be sure you have registered your number with Securus by contacting the correctional facility and requesting that your phone number be marked as private.