



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

NOTICE TO THE BAR

COLLEEN MCMAHON
Chief Judge

RUBY J. KRAJICK
Clerk of Court

Dated: May 8, 2020

SDNY Announces Procedure for Attorney Calls to Inmates

The United States District Court for the Southern District of New York announces a new procedure for placing attorney calls to inmates in the MCC, MDC and GEO facilities while in-person visitation has been cancelled due to the COVID-19 pandemic.

For Inmates Detained at MCC or MDC:

The Federal Defenders Office has taken responsibility for scheduling attorney calls with inmates at the MDC and MCC only.

For inmates detained in the MCC please send a request by email to NYS_MCCemail@fd.org

For inmates detained in the MDC please send a request by email to NYS_MDCemail@fd.org

You must email the information requested below not later than [7:00pm](#), three (3) days before your requested call (or [7:00pm on Thursday](#) for a Monday call).

Include the following information in the body of the email (not in an attachment):

- Client Name
- Client Reg. No.
- That the call is an attorney call
- Phone Number at which BOP should call you (a land line or cell number, not a conference call-in number)
- If you will be patching in an interpreter for the call, include the interpreter's name and number
- Email address of requester
- **Dates you are unavailable for the call**
- **Date by which you must have the call**
- **Level of urgency of the call and the reason for urgency (e.g., plea expires 4/30; bail hearing 4/29; or not urgent)**

Notice to the Bar: SDNY Announces Procedure for Attorney Calls to Inmates

When your call has been scheduled, you will receive an email from the scheduling email address letting you know the date and time of your call.

Please continue to use that email address to inform the Federal Defenders whether you actually received the call or not, as well as any other issues related to scheduled calls.

Please note the following:

If your request does not specify the level of urgency of the call and the reason for urgency, the Federal Defenders will prioritize it as a non-urgent call.

For Inmates Detained by GEO in Queens, NY:

The Federal Defenders Office is not involved in the process for scheduling calls with inmates detained at the Queens Private Detention Facility managed by GEO. Those calls can be scheduled by calling [718-553-5420, ext 143](tel:718-553-5420), or emailing the information listed above to jammartinez@geogroup.com.

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