

Video Teleconferencing | Virtual Attorney Visitation

Legal representatives may request video teleconference (VTC) meetings or confidential legal phone calls with their clients or prospective clients by email at

AttorneyVisitScheduling@senecacountyohio.gov . Seneca County staff will email back with a confirmed date and time.

The email should include:

- Legal representative's full name
- Legal representative's contact information, including phone number(s), and email address
- Detainee's name
- Detainee's alien number
- Zoom meeting ID and password
- A few proposed times/dates for the requested virtual legal visit session
- A scan of the legal representative's government issued identification
- A scan of the legal representative's identification or documentation reflecting their status as an active legal representative, such as a state bar card, attorney license, paralegal license, or similar legal status.
- A scan of the attorney's DHS Form G-28 (unless this is a pre-representational)
- If a legal assistant is the only legal representative to join the call, the email should also attach a letter of authorization on the firm's/organization's letterhead and a scan of the assistant's identification.

All appointments for virtual legal visits or phone calls should be made 48 hours prior to the desired appointment time. Appointments are scheduled from 8 a.m. to 4:00 p.m. and are in 60-minute increments. Legal representatives are not limited on the number of virtual legal visit appointments they can request, but no legal representative is permitted more than one 60-minute appointment with a detainee in a single day.

The same guidelines for in-person attorney/client visits will apply to virtual legal visits and legal calls. Only legal representatives, legal assistants, and interpreters will be allowed; no family or friends of the clients are permitted. The attorney and/or his/her agents may contact outside interpretation services during the call or session. The sessions will be confidential; a visitation officer will be stationed outside of the confidential room to ensure security by standing out of earshot but within eyeshot. The officer will knock 5 minutes before the cut off time.

Electronic Exchange of Legal Documentation

When timely communication through the mail is not possible, the facility administrator may, in his discretion, allow for a reasonable amount of electronic written communication by means between the detained alien and their designated legal representative.

Faxes/Emails Sent by Legal Representatives to the Attention of Detained Aliens

Legal representatives can send legal correspondence to

AttorneyVisitScheduling@senecacountyohio.gov . Legal Representatives should make clear in the subject line that it is legal correspondence/mail and include as an attachment the specific

documents/forms that the legal representative wants the facility to deliver to the detained alien. Within the email the legal representative should include the following information and a cover sheet for the attachment that includes the following:

- Alien full name
- A-Number
- Sender's return fax number
- Total number of pages sent
- Notate the correspondence is "Legal Mail"

The documents will be inspected for contraband but not read. The legal mail will be delivered to the detainee. All legal electronic communication requests will be processed during normal business hours Monday through Friday 8 a.m. to 4 p.m., excluding holidays.