

Suffolk County Sheriff's Department
Attorney / Client Teleconference Procedures
SJC Order 12926

Attorneys wishing to schedule a teleconference with their clients should send their request by email to:

FOR CLIENTS RESIDING AT THE SUFFOLK COUNTY **JAIL**

attorneycallsNSJ@scsdma.org

FOR CLIENTS RESIDING AT THE SUFFOLK COUNTY **HOUSE OF CORRECTION**

attorneycallsHOC@scsdma.org

- The SCSD has installed dedicated telephone lines to facilitate confidential privileged teleconferences between attorneys and their clients.
- Attorneys who wish to communicate with their clients using one of these dedicated lines must email a request containing the name of the client, the attorney's telephone number and the preferred time for the teleconference.
- Requests received prior to 2:00PM, will be answered in a same day response, with teleconferences scheduled for the following day, (Monday – Friday), between the hours of 10:00AM – 4:00PM.
- Email requests should originate from a law office email address.
- Attorneys wishing to add their cellphone numbers to the attorney / client privileged call list should forward such requests to the appropriate email address listed above. Such requests are subject to Department verification.
- Issues involving scheduling conflicts or special requests will be handled on an individual case basis.
- The SCSD has also acquired technology to facilitate confidential privileged videoconferences between attorneys and their clients using the Zoom application.
- Due to technology capacity and security issues, requests for attorney / client videoconference will be limited. If an attorney requests a videoconference and the SCSD is unable to provide a videoconference, the attorney will be scheduled for a teleconference at mutually agreeable time.