

# CONTACTING/MEETING YOUR INMATE CLIENT

The California Department of Corrections and Rehabilitation (CDCR) has strict visitation guidelines for anyone meeting with inmates. Please take a moment to review the [Inmate Visiting Guidelines](#) at ([www.cdcr.ca.gov/Visitors/docs/InmateVisitingGuidelines.pdf](http://www.cdcr.ca.gov/Visitors/docs/InmateVisitingGuidelines.pdf)). Page six (6) specifically references Attorneys/Legal Representatives.

Each correctional facility has its own specific requirements concerning setting up a meeting or telephone call with an inmate. The following information should be sufficient to contact your inmate client at most facilities.

To locate an inmate within the CDCR prison system, you will need the inmate's full name and CDCR number. CDCR inmate location information can be obtained by visiting (<http://www.cdcr.ca.gov/Visitors/InmateLocator.html>) or by calling (916) 445-6713.

Once you have identified the correctional facility, visit the CDCR web site facilities page ([www.cdcr.ca.gov/Visitors/Facilities/index.html](http://www.cdcr.ca.gov/Visitors/Facilities/index.html)) and select the appropriate facility. This will provide the facility's mailing/physical address and phone number. You will need to contact the facility to determine what days/times are appropriate to meet/call the inmate.

After initially contacting the facility, you will need to fax a letter/memo on your letterhead which includes the inmate's full name and CDCR number, stating that you are the inmate's attorney, and that you wish to set up a meeting/phone call with the inmate. Be sure to specify a specific date and time for the meeting/phone call. If you have not been to this specific correctional facility in the last six months, you will also need to provide your date of birth, driver's license number, social security number, and state bar number in your initial letter to the facility. The facility will run a background screening prior to your arrival. Be sure to allow at least two weeks prior to your visit to allow CDCR enough time to complete the screening.