

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 their web site (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 phone call with an inmate. The following general information should be sufficient to contact the inmate at most facilities.

To locate an inmate within the CDCR prison system, you will need the inmate's full name and/or CDCR number. CDCR inmate location information can be obtained online via their website at (<http://inmatelocator.cdcr.ca.gov>) or by calling (916) 445-6713.

After determining which correctional facility your client is at, visit the CDCR web site facilities page ([www.cdcr.ca.gov/Facilities Locator/index.html](http://www.cdcr.ca.gov/Facilities_Locator/index.html)) and select the appropriate facility from the drop down menu or click on the facility as indicated on the map. (If you used the online inmate locator, simply click on the facility link, indicating where the inmate is located, in the column titled "Current Location".) This will provide the facilities mailing/physical address and phone number. The facility will need to be contacted 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 indicating the inmates full name and CDCR number, stating that you are the inmates attorney, and that you want 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 screen on you prior to your arrival; so be sure to provide them with sufficient time to complete the screening.