



U.S. Department of Justice

Federal Bureau of Prisons

Metropolitan Detention Center

535 N. Alameda Street
Los Angeles, CA 90012

October 30, 2018

Honorable Virginia A. Phillips
Chief Judge of the District Court
United States District Court,
Central District of California
255 East Temple Street, Courtroom 780
Los Angeles, CA 90012-3332

Honorable Patrick J. Walsh
Chief Magistrate Judge of the District Court
United States District Court,
Central District of California
312 North Spring Street, Courtroom 23, 3rd Floor
Los Angeles, CA 90012-4701

**RE: Changes to the Mail and Electronic Discovery Policies
at the Metropolitan Detention Center in Los Angeles**

Dear Judge Phillips and Magistrate Judge Walsh,

I write to notify you of changes to the mail and hard drive policies at Metropolitan Detention Center in Los Angeles ("MDCLA"). The changes to the mail policy described below will not take effect until Monday, November 26, 2018, while the changes to the electronic discovery policy are effective immediately. I would respectfully ask that you convey these policy changes to the Judges of the Central District of California

1. Mail Policy

Effective Monday, November 26, 2018, the institution is making the following changes to its policy regarding incoming mail. To begin with, all incoming general correspondence must be written on white paper and mailed in white paper envelopes. Please note that this requirement does not apply to special or legal mail.

All correspondence containing materials such as, glitter, stickers, lipstick, crayon or marker, will be rejected. Correspondence sprayed with fragrance such as, but not limited to,

perfume or cologne, will be rejected. Similarly, all correspondence that is stained or contains an oily substance will be rejected. In addition, correspondence on card stock will be rejected. Please note that this requirement applies to both commercial and homemade greeting cards; they will be rejected if printed on card stock.

BOP staff will remove postage stamps and envelope flaps from envelopes containing general correspondence before the item is provided to the receiving inmate. If the stamps or envelope flaps cannot be removed, the envelope will be photocopied and the photocopy will be provided to the inmate.

All incoming general correspondence utilizing a label for either the recipient and/or sender will be rejected, with the exception of inmate to inmate correspondence. The recipient and sender information must be completed either in ink or through address stamp.

Finally, envelopes containing special mail and legal mail will be photocopied and only the photocopy will be provided to the inmate. Please note that all other rules and procedures pertaining to incoming special and legal mail will continue to be enforced. For example, such correspondence will only be opened in the presence of the inmate. Please review BOP Program Statements 5265.14, Correspondence and 5800.16, Mail Management Manual for details about how incoming special and legal mail is managed.

2. Electronic Discovery

Starting immediately, inmates at MDCLA are authorized to possess electronic discovery on hard drives, subject to the limitations listed below. Attorneys may henceforth send their clients hard drives that utilize "flash" memory and containing case related discovery. Hard drives that have any moving parts and/or that need a power source other than a USB data cable are not authorized for introduction, retention or use in the institution.

As with the CDs and DVDs previously authorized within the institution, all hard drives must be clearly and permanently labeled with the inmate's name and register number as well as with the case name and number. The attorney sending in the hard drive must also comply with the institution's rules for sending in electronic discovery.


If you or any other Judge has any questions regarding these policy changes, we would be happy to respond. General inquiries can be submitted to LOS/ExecutiveAssistant@bop.gov. Alternatively, you can reach the attorneys of the Federal Bureau of Prisons' Los Angeles Consolidated Legal Center utilizing the e-mail addresses listed below or by calling (213) 485-0439, and dialing their respective extensions:

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Supervisory Attorney Eliezer Ben-Shmuel, ext. 5428, eben-shmuel@bop.gov
Senior Attorney May Shin, ext. 5187, mshin@bop.gov
Senior Attorney Meryl White, ext. 5474, mawhite@bop.gov
Senior Attorney Audrey Lambert, ext. 5474, alambert@bop.gov

Thank you for your attention to these matters.

Sincerely,


Bret Dorethy
Acting Warden

•Discovery Material Authorization Form

Inmate Name: Last		First	MI
Register Number:		Federal Case No.:	
Number of Discs/Drives:	Hard Drive? Yes	Trial Date:	
Requesting Attorney: First Last	Address:		

State Bar No.: _____ Phone: _____ Fax: _____

Attorney Certification of Discovery Material:

I, _____, Bar No. _____, hereby declare that the items contained in this package consist solely of my client's discovery material. I understand that any unauthorized material contained in this package will result in the entire package being returned undelivered. I hereby certify that all of the information contained on this document is true and correct to the best of my knowledge.

Attorney's signature Date

BOP USE ONLY

Inmate Acknowledgment of Receipt of Property:

Your attorney, _____, has produced _____ (#) CDs / DVD's / Hard Drives (please circle as applicable), pertinent to your federal case, for your review. By signing this form, you agree to store this discovery in accordance with policy and accept responsibility for this material. You should direct any questions about the materials you review to your attorney.

Inmate's signature Register No. Date

THIS SECTION MUST BE SIGNED BY STAFF IF THE INMATE REFUSES TO AGREE TO THE CONDITIONS OF THIS MEMORANDUM

Inmate _____,
refuses to agree to the conditions of this memorandum.

Staff signature Title: Date:

BOP USE ONLY

Inmate's Name Last First	Reg. No	Comments
Unit Team Assigned To:	Date:	Inmate Housing Unit:
Date Material Received:	Contents:	Staff Name:

Package Requirements

- CD's / DVD's must be in paper sleeve
- Hard drives may only use flash memory
- All media must be labeled clearly
- No other items will be accepted in package

cc: Inmate
Central File
Education File