

**PROCEDURES FOR ATTORNEY VISITATION AND APPOINTMENT PROGRAM
FREQUENTLY ASKED QUESTIONS**

1. How do I make an appointment?

To make an appointment, the attorney must send an e-mail to "attorney@bop.gov." That e-mail should indicate the following: 1) the attorney's name; 2) the inmate's name and register number; 3) date and time of the visit; and 4) approximate duration of the visit. Appointments must be made via e-mail. No verbal, written, faxed, telephonic, or other appointments will be accepted. E-mail appointments may be made at any time, but must be received no later than 1:00 p.m. on the last business day before the visit. Appointments cannot be scheduled for Saturdays, Sundays, or holidays.

2. Will I get a confirmation?

Yes, once the request has been processed, you will receive a confirmation via e-mail. Please do not assume that a visitation appointment has been approved until the confirmation is received.

3. What if I need to cancel my appointment?

An attorney may cancel any appointment by sending an email to "attorney@bop.gov" at any time, but no later than 2 hours prior to the scheduled visit.

4. What if I am running late?

If an attorney is more than 15 minutes late for a scheduled appointment, the appointment will be treated as though it was cancelled. The inmate will be returned to the unit, and the attorney will not be given priority when he arrives.

The Warden may, within his discretion, restrict an attorney from scheduling advance appointments if that attorney repeatedly abuses this program by failing to arrive for appointments without sending a timely cancellation.

5. What if there is a conflict in scheduling?

There are six attorney visitation rooms at FDC SeaTac. If more than six attorneys attempt to schedule visits at the same time, then appointments will be made on a first come-first serve basis. Similarly, if more than one attorney schedules an appointment with the same inmate, a first come-first serve basis will be applied. The last attorney(s) to schedule an appointment will be asked to reschedule. Any rescheduled appointments must still be finalized by 1:00 p.m., on the last business day prior to the appointment. As such, attorneys are encouraged to schedule appointments as early as possible.

6. What if there are separation concerns?

Separation concerns will again be resolved on a first come-first serve basis. If two attorneys seek to schedule an appointment with separatees, or if there is another reason for a separatee of an inmate to be in the visiting room, the visits will be limited to two (2) hours, and the second attorney will be asked to reschedule. Scheduled appointments, however, will always be afforded priority over attorneys and other visitors waiting in the lobby.

7. Is this program mandatory?

No. Attorneys will not be required to preschedule an appointment. However, attorneys with scheduled appointments will be afforded priority over other attorneys and visitors who have not scheduled an appointment.