

Legal Visitation

Legal representatives may request Virtual Attorney Visitation (VAV) meetings, live meetings or confidential legal phone calls with their clients or prospective clients by email at **Diamondbacklegal@corecivic.com**. A CoreCivic staff member will email back with a confirmed date and time.

The email should include:

- Legal representative's full name
- Legal representative's contact information, including phone number(s), email address, and Zoom ID or Teams
- Resident's name
- Resident's alien number
- A few proposed times/dates for the requested VTC session
- A scan of the legal representative's government-issued identification
- A scan of the legal representative's identification or documentation reflecting their status as an active legal representative, such as a state bar card, attorney license, paralegal license, or similar legal status
- A scan of the attorney's DHS Form G-28 (unless this is a pre-representational request)

If a legal assistant is the only legal representative joining the call, the email must also include:

- A letter of authorization on the firm's/organization's letterhead
- A scan of the assistant's identification

Legal representatives may also schedule VAV meetings by email at **Diamondbacklegal@corecivic.com** or by phone to **580-614-2000 ext. 42225**. Please note that legal representatives will be asked to provide, via email or fax, the required bar card/accreditation documents prior to scheduling the virtual attorney visit.

All appointments for VAV meetings must be made **24 hours prior** to the desired appointment time. Appointments are scheduled from **8 a.m. to 4 p.m.** and are in **30- to 60-minute increments**.

Legal representatives are not limited on the number of VAV appointments they may request; however, **no legal representative is permitted more than one 60-minute appointment with a detainee in a single day.**

The same guidelines for in-person attorney/client visits apply to VAV meetings and legal calls. **Only legal representatives, legal assistants, and interpreters are allowed**; no family or friends of the clients are permitted. The attorney and/or their agents may contact outside interpretation services during the call session.

Sessions will be confidential. A facility officer will be stationed outside of the confidential VAV room to ensure security by standing out of earshot but within eyesight. The officer will knock **5 minutes before the cut-off time**.

Please be advised that legal representatives and their staff are **not permitted to video or audio record** during any virtual or in-person visit or call with non-citizens at the facility. Any violation of these rules may result in **suspension or permanent revocation of VAV user privileges**.