

----- Forwarded message -----

From: **SHE/Attorney Notification** <[SHE/Attorney\\_Notification@bop.gov](mailto:SHE/Attorney_Notification@bop.gov)>

Date: Fri, Jun 29, 2018 at 3:29 PM

Subject: Re: Sheridan Attorney Visitation June 29, 2018

To: "Dennis M. Wong" <[DWong@bop.gov](mailto:DWong@bop.gov)>, "Sean F. Price" <[sfprice@bop.gov](mailto:sfprice@bop.gov)>, Chad <[Chad.Allen@ice.dhs.gov](mailto:Chad.Allen@ice.dhs.gov)>, Corey <[Corey.Heaton@ice.dhs.gov](mailto:Corey.Heaton@ice.dhs.gov)>, Elizabeth <[Elizabeth.Godfrey@ice.dhs.gov](mailto:Elizabeth.Godfrey@ice.dhs.gov)>, Michael T <[Michael.T.Louie@ice.dhs.gov](mailto:Michael.T.Louie@ice.dhs.gov)>, Erin Pettigrew <[erin@innovationlawlab.org](mailto:erin@innovationlawlab.org)>, Dianne Schweiner <[Dianne.Schweiner@usdoj.gov](mailto:Dianne.Schweiner@usdoj.gov)>, Ubaid ul-Haq <[Ubaid.ul-Haq@usdoj.gov](mailto:Ubaid.ul-Haq@usdoj.gov)>

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Good afternoon,

Karma Sherpa is the only individual, listed below, with an approved entry authorization. As stated in my previous email (attached), only attorneys with a valid bar card and non-attorneys with an APPROVED entry authorization application will be allowed into the institution. We understand that this may be inconvenient to some, not feasible for some, however, please understand that safety and security, of all persons and the institution, is the ultimate deciding factor.

Moving forward, please ensure all non-attorney representatives complete and return both the NCIC form and the application to enter the institution 48 hours prior to any scheduled legal appointment. **Important note**, the NCIC form MUST have a "wet" signature; meaning, the original signature on the NCIC form must be hand signed, the form cannot contain a computer font signature. An originally hand signed form may be scanned and email for processing.

We do understand this is a new process to most, if not all, individuals in attendance this evening. Given that factor, select staff will remain available to process NCIC and entry applications until 4:30pm. Please send in all completed documents as soon as possible; however, for those who do not have the capability to scan and email the forms, and they can arrive NLT 4:30pm, staff will process the applications.

Should, for any reason, an application be denied, the individual will not be authorized to enter the facility. Only the individual can request additional information regarding the denial of their application, no other personnel will be provided that information. If the system we use to process the forms cannot be accessed, anyone not already approved will not be allowed entry in to the institution. These are simply notes to aid as a forewarning should problems arise.

For those who can, please complete and scan/email the attached forms prior to 4:00pm. All others, if provided in person at the FDC front lobby prior to 4:30pm, will be processed at that time. This email box will NOT be reviewed after 4:00pm this evening. Only applications provided in person will get processed between 4:00pm and 4:30pm. No applications will be accepted after 4:30pm this evening.

Respectfully,

*Tiffany MacCormack*

*Secretary, FDC Sheridan  
Federal Bureau of Prisons*

**ATTENTION:** *Beginning Wednesday, June 27, 2018, attorney visiting will occur as outlined:*

**Sunday-Saturday**

*8:30am - 3:00pm: Pre-trial and ICE detainee legal visitation is on a first come, first serve basis.*

***APPOINTMENTS ARE STRONGLY RECOMMENDED***

*Please Note: Visitation is subject to safety and security considerations to maintain good order of the institution.*

*This email box will be checked once daily (Monday - Friday, excluding holidays), between the hours of 8:00 am - 4:00 pm. Attorneys must present an active bar card (on their person). Thank you. S. Price, Unit Manager, T. MacCormack, Secretary, T. Baker, Case Manager, D. Guidry, Correctional Counselor, and J. Waldner, Correctional Counselor.*