



U.S. Department of Justice

United States Marshals Service

District of Idaho

Boise, ID 83724

February 26, 2018

MEMORANDUM TO: Dick Rubin, Federal Public Defender
CJA Panel Attorney's

FROM: Brian T. Underwood
United States Marshal

A handwritten signature in blue ink, appearing to read "B. Underwood", with a long horizontal stroke extending to the right.

SUBJECT: Attorney visits with federal prisoners in USMS space, Boise, Idaho

The United States Marshals Service (USMS) delivers prisoners to the U.S. Courthouse one hour prior to the scheduled hearing(s). As our staffing allows, we accommodate Attorney visits. To adapt to our current shortages of operational and administrative staff, we have reconfigured USMS public access and installed new directional signage. These changes streamline the Attorney visitation process.

Effective immediately, Attorneys seeking visitation with prisoners will now be assisted as follows:

- 1) From the 7th floor elevator lobby, Attorneys will enter USMS space through the double doors. The double doors will be open during normal business hours, 8a.m. to 4p.m.
- 2) Upon entry, Attorney's seeking a prisoner visit will proceed to door 763.
- 3) At door 763, push the gray intercom button and await a response. Upon response by the Court Security Officer (CSO), Attorneys will state their intent to visit with a specific inmate.
- 4) The CSO will communicate with USMS operational staff. If there is an operational staff member available to transfer the prisoner to the interview room, the CSO will unlock door 763 and direct Attorneys to the interview rooms.
- 5) Prior to entering the designated interview room, Attorneys are requested to stop at the Attorney visitor log station and complete the Attorney visitor log. The log station is located outside of the visiting rooms. After visiting with the prisoner, Attorneys will please note their departure on the visitor log.
- 6) Attorneys depart by using another intercom button, located in the hallway near the egress out of door 763.

We will attempt to have operational staff available to move prisoners to interview rooms; however, there may be times when the Court Security Officer notifies Attorneys that the USMS is unable to support a request for Attorney visitation. I appreciate your patience and support as we work to streamline and accommodate visits with your clients.