

USP Leavenworth Electronic Discovery Authorization Form

Reg. No.:	Inmate Name (last, first):	Federal Criminal Case No. and Judicial District: USDC, District of KS
Description and number of discs/hard drives, etc:		Trial Date:
Requesting Attorney's Name and State Bar No.:	Business Address:	Phone No. and Fax No. Telephone: (785) 232-9828 Fax: (785) 232-9886

All electronic discovery material must be mailed to the following address(es):

Via Fed-Ex, UPS

A Unit Manager
United States Penitentiary
1300 Metropolitan Ave.
Leavenworth, KS 66048

Via USPS

A Unit Manager
United States Penitentiary
P.O. Box 1000 Leavenworth,
KS 66048

The return address of the package containing electronic discovery material must be clearly marked with the attorney's name (including language that identifies that person as an attorney), business name (if applicable) and address, the inmate's name, register number, and the following statement: "INMATE ELECTRONIC DISCOVERY."

A signed copy of this Electronic Discovery Material Authorization Form must be included with the electronic discovery material.

Prior to sending any electronic discovery to USP Leavenworth, the sending attorney must review the contents of CDs/DVD/thumb drives for pornography and any other contraband. 28 C.F.R. § 500.1(h) defines contraband as, "material prohibited by law, regulation, or policy that can reasonably be expected to cause physical injury or adversely affect the safety, security, or good order of the facility or protection of the public." In addition, **any discovery material that contains nudity or other inappropriate material may not be sent into the institution.**

Each CD/DVD/thumb drive must be clearly labeled with the inmate's name, register number, or case number. If multiple drives are sent, each must be numbered (e.g., 1 of 10, 2 of 10).

Attorney Certification of Electronic Discovery Material:

I, _____, hereby declare that the items contained in this package consist solely of my client's discovery material. To the best of my knowledge, none of the discovery material contains inappropriate material for a correctional setting (e.g., contraband, nudity). I understand that any unauthorized material contained in this package will result in the entire package being returned undelivered. I also certify that all of the information contained on this form is true and correct to the best of my knowledge.

Attorney's Name and Signature

Date