

If you have a client who is interested in reviewing their discovery on the laptop, please take these steps:

1. Ask the AUSA if the government has any objection to your client accessing the laptop. If there is an objection, you may file a motion to request permission from the judge. If there is no objection, you do not need a court order. Consider preparing and submitting an order even if there is agreement, so that there is a minimum number of weekly hours of electronic access.
2. Load the discovery onto a flash drive. NOTE: Be selective in what you provide to your client. Be wary of things like inappropriate images from a phone download, anything approaching pornography, identifiers that your client could use to get himself in more trouble, etc. *Do include any documents or information that did not come from discovery.*
3. Encrypt the flash drive using the attached instructions. Clearly mark the flash drive with your client's name and the case number.
4. Take the flash drive to the facility and give it to:
 - a. CCA: Roger Moore, Chief of Security
 - b. Butler County: Dennis Morris (or whoever is working the front desk)
 - c. Harvey County: Master Control via the sliding drawer
5. Provide the flash drive password to your client and instruct them not to share it with anyone else. Also provide your client with the attached instructions about how to use the computer. Providing the flash drive password in a separate document than the instructions allows your client to take the instructions to the laptop without having to also take the password.
6. When the case is complete, retrieve the encrypted flash drive from the jail.