

ATTORNEY OF RECORD APPLICATION

Basic Information

Name: _____
(Last) (First) (M.I.)

DL No. & State: _____ DOB: _____
(Number) (State) (mm/dd/yyyy)

Firm: _____ Bar Card No.: _____

Address: _____ Phone: _____

Email Address: _____

Other Information

Criminal Case (circle one) YES NO

Civil Case (circle one) YES NO

Specify the reason for visiting *if* non-legal: _____

Client(s) Information

Name (Last Name, First Name)	Offender Number

The information that I have provided is true and accurate to the best of my knowledge.

Attorney Signature

Date

Witness Signature

Date

FOR OFFICE USE ONLY

BCI Check	
Bar Card Check	
Letter of Introduction	
Approval from Attorney of Record	
Date:	Completed By:

LEGAL REPRESENTATIVE/NON-ATTORNEY OF RECORD APPLICATION

Basic Information

Name: _____
(Last) (First) (M.I.)

DL No. & State: _____ DOB: _____
(Number) (State) (mm/dd/yyyy)

Firm: _____ Bar Card No.: _____

Address: _____ Phone: _____

Email Address: _____

Supervising Attorney/Attorney of Record Information

Name: _____
(Last) (First)

Firm: _____ Phone: _____

Other Information

Criminal Case (circle one) YES NO

Civil Case (circle one) YES NO

Specify the reason for visiting *if* non-legal: _____

Client(s) Information

Name (Last Name, First Name)	Offender Number

The information that I have provided is true and accurate to the best of my knowledge.

Attorney Signature Date

Witness Signature Date

FOR OFFICE USE ONLY

BCI Check	
Bar Card Check	
Letter of Introduction	
Approval from Attorney of Record	
Completed:	Completed By:

UTAH STATE CORRECTIONAL FACILITY LEGAL ACCESS AGREEMENT

Please READ and initial next to each statement

- _____ I understand and agree that my visits will be for legal purposes only.
- _____ I understand and agree that I may attend Board of Pardons hearings as a private citizen; however, I am required to schedule that visit in advance via the public website should I want to meet with the inmate before or after the hearing.
- _____ I understand and agree that I will schedule a visit in advance via the Department of Corrections public website (www.corrections.utah.gov) to ensure the availability of the offender and to reduce administrative delays or possible security problems. I will also present, for verification purposes only, a medical card or signed doctor's note identifying any implant or other medical condition that could set off the metal detector.
- _____ I understand and agree that I may only visit with my clients during legal access hours which are **0800 – 1100 and 1300 – 1500 hours, Monday through Friday**, excluding state and federal holidays. For exigent circumstances, outside the legal access hours, please contact the Warden's office at udc-uscfwardensoffice@utah.gov.
- _____ I understand and agree that all depositions, mediations, and other court proceedings will only be facilitated if ordered by a court. The court order must be submitted to the warden's office at udc-uscfwardensoffice@utah.gov, two (2) weeks in advance.
- _____ I understand and agree to not pursue a personal relationship with an inmate/client, beyond a professional attorney/client relationship, while registered as an attorney or legal representative.
- _____ I understand and agree that professional, modest dress is required (e.g., skirts, dresses, capris, including slits in the garments, shall be knee length or longer when standing. I will not wear clothing such as shorts, sleeveless shirts, short skirts, or any other revealing clothing.
- _____ I understand and agree that any legal documents that are exchanged between myself and my clients will be limited to a thickness of two (2) inches. Additionally, I understand and agree that these documents are subject to search in my presence at any time for contraband.
- _____ I understand and agree that I will not carry my legal files or other documents into the facility in an enclosed bag such as a briefcase or purse. I understand and agree that all items being brought into the facility must be carried in a clear container or open arms. Additionally, I understand and agree that these items are subject to be searched in my presence at any time for contraband.

_____ I understand and agree that while on prison property my vehicle, person, and other personal property are subject to search. I further understand and agree that failure to pass the security standards and/or metal detector or to consent to search may result in denied access.

_____ I understand and agree to bring nothing in and take nothing out for any inmate.

_____ I understand and agree to not leave anything, including legal documents, with the offender.

_____ I understand and agree that the following items are not allowed on prison property or inside the facility *without prior approval from the Warden*: cameras, tape recorders, news media, cell phones, smart watches, pagers, PDSs, iPads, and any other cellular or Wi-Fi capable device.

_____ I understand and agree that under no circumstances will I bring any weapons, ammunition, explosives, alcohol, or drugs onto prison property.

_____ I understand and agree to not bring any family members or friends of the inmates onto prison property while acting as the attorney or legal representative.

_____ I understand and agree that offenders will not be escorted from their current housing section or cell until I arrive at the facility control point.

_____ I understand and agree that my client may refuse to meet with me or a non-attorney of record/legal representative.

_____ I understand that failure to meet any of these conditions will result in suspension or revocation of all visiting privileges. Furthermore, I understand and agree to abide by the above conditions in addition to all other policies and procedures as outlined and defined by the Utah Department of Corrections.

Signature

Date