



Checklist for Sending Electronic Legal Material for an Adult in Custody to a Library Coordinator at an Oregon Department of Corrections (ODOC) Facility



This checklist form must be completed and signed by the sending attorney or official of a court or paroling authority and submitted with any electronic legal material for an adult in custody sent to a Library Coordinator at an ODOC correctional facility.

Only electronic legal material (i.e., audio or video recordings of court and paroling authority hearings and proceedings, criminal discovery, or other case file material) sent by the adult in custody's attorney or by a court or paroling authority will be accepted.

All electronic legal material sent to an ODOC correctional facility is subject to review by staff for compliance with ODOC administrative rules and facility security policies and procedures.

To be accepted, electronic legal material for an adult in custody sent to a Library Coordinator at an ODOC correctional facility must comply with the following requirements:

- ☐ All electronic material must be legal in nature and pertinent to an adult in custody's legal case. Absolutely **no** entertainment, personal, or non-legal content may be included with the electronic material and files.
- ☐ All electronic legal material must be in one of the following formats: MP3, MP4, WAV, JPG, TRM (For the Record software), PDF, or Microsoft Word. No other form of electronic media will be accepted. CD or DVD must be on non-rewriteable (read-only) disk.
- ☐ Each CD or DVD must be clearly labeled with the adult in custody's name and SID number, the case caption and number, and the date.
- ☐ The envelope containing the electronic legal material must be properly addressed to the facility legal library at the ODOC correctional facility where the adult in custody is housed as follows:

Electronic Legal Material for: **[Name of Adult in Custody and SID Number]**
C/O Library Coordinator
Facility Legal Library
Institution Name
Institution Address

I hereby certify that the enclosed electronic legal material and envelope complies with each of the above requirements:

Name of Attorney or Court or Paroling Authority Official
(Type or Print)

Bar Number

Signature

Date