



## Memorandum

To: All Personnel  
Office of the Public Defender  
Private Counsel

From: Deputy Warden Rebecca Franceschini # 9

Date: 31-Jan-23

Re: **New Legal Mail Procedure**

A handwritten signature in blue ink, appearing to be "D. Franceschini", with a large number "9" written next to it.

The Camden County Department of Corrections is implementing a new procedure with respect to the correspondence between attorneys and inmates located at the Camden County Correctional Facility.

Effective **02/06/23**, all attorneys that need to send legal correspondence to an inmate at the Camden County Correctional Facility will be sent a Control Number Request Form. Each attorney seeking a control number must send this form to the attention of [mail@camdendoc.com](mailto:mail@camdendoc.com). This form must be completed in its entirety, including attorney's name, address, telephone and email address as well as his/her state attorney identification number. The form also contains a verification, subject to the penalties of N.J.S.A. 2C:28-3 relating to unsworn falsification to authorities, that all mail the attorney sends to inmates using the control number will contain only essential, confidential, attorney-client communication and will not contain contraband.

If an attorney is part of an office with other attorneys who correspond with inmates, each attorney must sign a statement subject to the penalties of N.J.S.A. 2C:28-3 relating to unsworn falsification to authorities, that all mail the attorney sends to inmates using the control number will contain only essential, confidential, attorney-client communication and will not contain contraband. In turn, each attorney will receive their own control number and set of labels. However, the attorney's affiliation with the firm will remain on file.

The request will be processed and a control number will be provided along with a set of barcoded labels that must be affixed to the outside of each envelope that is sent to the inmate. Labels provided will be customized for each attorney and will be tracked via the Camden County Correctional Facility's internal system. Once the issued labels have been used, please contact [mail@camdendoc.com](mailto:mail@camdendoc.com) for an additional supply. When emailing, you must identify the assigned Control Number, and labels will be sent to the address on file only. Please note that no more than 40 labels will be issued at a time.

If at any time the labels are missing or destroyed, you must notify the facility at [mail@camdendoc.com](mailto:mail@camdendoc.com) so that the missing labels can be flagged in the database and new ones can be issued. It is your responsibility to ensure there is an ample inventory of labels to maintain contact with your clientele. However, please note that stockpiling of unused label inventory will not be tolerated. Please allow a minimum of 5-7 business days for processing from the date the request is received by the Jail.

Finally, please be advised that the procedure will go into full effect on **02/06/23**. Legal mail received without the control number will still be considered legal mail; however, such pieces will be returned to its sender with notification sent to Jail Administration.

Cc: file