



Escambia County Road Prison
601 Highway 297-A
Cantonment, Florida 32533
(850) 937-2105 Fax (850) 937-2108



TO: ALL SHIFT SUPERVISOR'S
FROM: COMMANDER C.S. SNOW
DATE: 5/9/2014
SUB: ATTY CLIENT VISITATION OR INTERVIEWS

As of this moment, all atty/client visits except atty's from the Public Defenders Office or the State Atty's Office with proper identification will be verified through the Escambia Clerk of Courts website. Each inmate they request to see shall be reviewed for compliance with this memo. You WILL look up each inmate through the court records section of the clerk of courts website and follow these directions: 1) Go to online public records. 2) Click on court records. 3) Enter the inmates name and press search. 4) The case numbers will be highlighted in the left hand column. Each case shall be reviewed in the description section. This description section will state which attorney was or is assigned to each particular case. Be thorough in your research to avoid errors. If the atty. requesting the visit is not assigned to any of the cases, he WILL NOT be allowed an interview and shall be directed to correspond with the inmate through the mail or by telephone. It would be beneficial to ask the atty. which criminal case # he is representing the inmate in, then that particular case can be reviewed for compliance with this memo. All identification shall be reviewed before anyone is granted an interview. Lets make sure they are, who they say they are. If you have any questions I will answer them upon my return. This memorandum will shall not be copied or distributed to anyone without a properly signed and requested public records request through proper legal channels. It should be noted that any inmate can request a legal counsel visit with a specific attorney of his choosing and the visit should be granted according to each inmates specific request.

Thanks,
Commander C.S. Snow