

ANNOUNCEMENT FOR ATTORNEYS  
REGARDING VIDEOCONFERENCE PROCEDURES FOR ATTORNEYS  
AT THE MASSACHUSETTS TREATMENT CENTER

Effective Monday, July 20, 2020, the Department of Correction (DOC) is implementing Attorney Video Visits at the Massachusetts Treatment Center (MTC).<sup>1</sup>

**Scheduling and Procedures**

1. Attorney Video Visits will only be conducted via “Zoom”.
2. Attorney Video Visits will normally be made available between the hours of 9:00 a.m. and 4:00 p.m., subject to the operational needs of the institution.
3. At least one business day in advance of the requested Attorney Video Visit, the attorney will send an email to the MTC point of contact (POC), Records Manager Donna Swanson at [Donna.Swanson@doc.state.ma.us](mailto:Donna.Swanson@doc.state.ma.us), cc to Susan Plante at [Susan.Plante@doc.state.ma.us](mailto:Susan.Plante@doc.state.ma.us), requesting to schedule an Attorney Video Visit with an inmate.
4. It will be the responsibility of the attorney to set up the Attorney Video Visit and to provide the MTC POC with the Zoom Meeting ID Number and Password. The attorney must provide a list of the names and titles (*e.g.*, paralegal, interpreter, private investigator) of all participants. Only attorneys, paralegals, interpreters, and private investigators as defined in 103 CMR 486, Attorney Access at Massachusetts Correctional Institutions, are allowed to participate in an Attorney Video Visit.
5. All Attorney Video Visits shall be scheduled in one-hour blocks. Additional Attorney Video Visits may be requested, but will be scheduled based on the operational needs of the institution or requests from other attorneys for such visits.
6. Attorney Video Visits may not be recorded by the attorney. Screen shots may not be taken by the attorney.

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<sup>1</sup> As used herein, the term “inmate” refers to sexually dangerous persons (SDPs), persons held at the MTC pending the disposition of petitions to commit them as sexually dangerous persons, and prisoners serving criminal sentences.