

ATTORNEY INSTRUCTIONS FOR NON-CONTACT VIDEO CONFERENCES VIA THE INTERNET

Professional visitors are defined as attorneys and representatives from their office (e.g. paralegals, investigators, translators). Note: To schedule a face-to face visit at the jail, Do Not schedule the appointment online. Online Scheduling is currently only for non-contact video conferences via the internet. To enter the jail to visit an inmate, you must email your request to the jail at pcsoconference@pcsheriff.org.

1. **Register:** Register at www.visitation.pcsheriff.org. Be sure to register as a professional visitor. After you set up your account, send an email to visitation@pcsheriff.org. After conformation, your account will be approved as a professional visitor. Each person representing your office who will be on the conference must be registered. For security reasons, they must be listed as a visitor for that conference. Your relationship for each inmate you will be seeing must be professional, and you must reconfirm your professional visit by checking the box that says professional. **Professional Conferences are held in a private booth and are not recorded. If you fail to register as a professional and check the professional conference box, your conference will be recorded and your inmate will not be assigned to a private booth.**
2. **Schedule:** Visits must be scheduled at least one day in advanced, **but due to the current health concerns, the one day scheduling requirement has been removed for attorneys to see their clients and simulate the walk-ins we get.** Visits may also be scheduled as far as one week in advanced. Log in and click "Visitation" in the main menu. Add any additional visitor that will attend, and select the inmate. Time blocks are available on a first come, first served basis up to an hour. Next, enter your preferred date, time and location which will be "internet Video Visit" and click "Search." All visits are displayed in EASTERN STANDARD TIME. Currently, multiple conferences cannot be scheduled during one time block. **If you are scheduling a same day Visit/Conference, you must contact the Passaic County Jail at 973-881-2400 and provide the officer with the inmate's name, time scheduled, and confirmation number after the visit/conference is scheduled.**
3. **Check In:** Log in at least 5 minutes before your conference begins. Your conference will start and end at the times selected. Jail staff cannot extend, reschedule, or postpone internet visits should you miss your scheduled time. It is your responsibility to keep your scheduled appointment. Your visit will be highlighted in red under "next internet visit." Click the play button on the right of the red bar. Follow the instructions on the proceeding pages. After completing the video tester, click" Start Visit." On the next page, click "Allow." Your visit will begin at the scheduled time. **There is no attorney fee for attorney-client conferences**
4. **Cancellation:** To cancel a visit, click "Cancel Visit" on summary page; or click the" X " next to the visit on the homepage. You will be asked to confirm your cancellation. To view information about past visits, click the "View Visit History" link under the "My Account" tab.