

To add your phone number to our attorney/client confidentiality list

- Email your request to abergen@essexsheriffma.org
- A formal request on letterhead is required. Please include your client's name and docket number you are representing him on along with your Board of Bar Overseers number.

To request your client call you

- Email your request to abergen@essexsheriffma.org
- Please include your client's name and the docket number you are representing him on.

To request an evaluation for your client via zoom:

The following steps should be conducted to request a video conference call for evaluation purposes; this should be conducted through you, the attorney. Upon submission of your request, we may move forward with the named medical professional in conducting the conference. Upon receipt we will be happy to process:

Attorneys requesting a video conference call must submit a request on official letterhead via email to the Director of Criminal Records at the ECSD (email to kallen@essexsheriffma.org and ahall@essexsheriffma.org). Requests must include the following information:

- *Attorney Name*
- *Board of Bar Overseers # (required)*
- *Representing/Inmate Name*
- *Inmate DOB (required)*
- *Inmate MSA Number (requested)*
- *Phone Number*
- *Medical Professional's Name*
- *Statement of Purpose for the Provider's Services*
- *Provider's Proof of Credentials/Certification*
- *Zoom Link Information (this may be provided after a date and time has been determined for the eval)*

Zoom evaluations are now able to be scheduled at 12:00pm, 2:00pm or 3:00pm on business days with no exceptions.

We reserve a 2-hour time slot for each evaluation - if more time is required, a follow-up zoom will need to be scheduled.

Confirmation of receipt will be sent in response to your request along with a proposed appointment time provided by a department staff member.