



ESSEX COUNTY SHERIFF'S DEPARTMENT

SHERIFF KEVIN F. COPPINGER
SUPERINTENDENT AARON EASTMAN

DEPARTMENT ADVISORY

PAPERWORK PROCEDURES

EFFECTIVE SEPTEMBER 1, 2026

The Essex County Sheriff's Department is implementing the following procedures to enhance facility security and reduce the introduction of contraband while maintaining inmates' access to authorized legal materials.



INTAKE / ADMISSIONS

Effective September 1, 2026, all paperwork entering the facility through Intake/Admissions will be photocopied.

Once photocopied, the original paperwork will be shredded in the presence of the inmate, and the inmate will be provided with the photocopied documents.

- The copier has no memory.

This procedure applies to paperwork accompanying inmates entering or returning to the facility, including paperwork received following court appearances.



ATTORNEY VISITS

All inmates who attend an attorney visit are subject to search upon completion of the visit in accordance with Department policy and established security procedures.

Any paperwork provided to an inmate during an attorney visit will be photocopied upon completion of the visit.

- The copier has no memory.

The attorney has the option to leave with the original paperwork; or, if the attorney chooses not to take the original paperwork, it will be shredded in the presence of the inmate. The inmate will retain the photocopied documents.

LIAM LEGAL – ELECTRONIC ALTERNATIVE



Attorneys may avoid bringing physical legal paperwork into the facility by utilizing LIAM Legal to securely transmit legal correspondence directly to their client.

Register or submit legal correspondence at:

app.LIAMLEGAL.com

Attorneys can also drop off **thumb drives** containing legal work for their client in the secure drop box located in the **Middleton lobby**.

PURPOSE



These procedures are part of the Department's continuing efforts to reduce the introduction of contraband into the facility while maintaining inmates' access to authorized legal materials and confidential attorney communication.



QUESTIONS?
CONTACT THE LEGAL MAIL UNIT



(978) 750-1900
EXT. 3302