



**U.S. Department of Justice**  
United States Marshals Service

*Central District of California*  
*United States Marshal, David Singer*

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*Los Angeles, CA 90012*

April 18, 2018

MEMORANDUM TO:     The Honorable Virginia Phillips  
                                  Chief United States District Judge

                                  The Honorable Dale Fischer  
                                  United States District Judge

      FROM:             Janelle K. Hohnke  
                                  Assistant Chief Deputy United States Marshal

      SUBJECT:         UPDATED USMS Cellblock Attorney Meetings, Trial Clothing  
                                  Delivery Process, and Court Scheduling Procedures

The purpose of this memorandum is to address the United States Marshals Service (USMS) cellblock operating procedures; specifically those that govern the Roybal Cellblock and the 350 W. 1<sup>st</sup> Street Courthouse Cellblock (350 Cellblock). The intention of this informational memo is to address attorney meeting procedures in both the Roybal and 350 Cellblocks. Additionally, it is to clarify the procedures for the delivery of trial clothing for in-custody defendants, as well as the “dressing-out” process of those defendants and to clarify court scheduling procedures.

**Security:**

In accordance with the current 9<sup>th</sup> Circuit ruling in the matter of in-custody defendants and restraints, in-custody defendants are now generally unrestrained for court proceedings. Due to this increased level of security, deputy’s work more closely together as a team, continually maintaining visibility of each other while providing security with unrestrained defendants. Therefore, one deputy will not leave an unrestrained defendant alone with the second deputy to retrieve the next in-custody defendant from the cellblock by themselves.

Due to this security process, there will be a slight delay in-between custody matters. Additionally, with the increased security procedures necessary for fully unrestrained in-custody defendants, deputies have been instructed not to sit in court with an unrestrained in-custody defendant while waiting for another proceeding to be completed. The deputies will secure all in-

custody defendants the cellblock until the in-custody defendant's proceeding is announced as the next to be heard on the docket.

### **350 W. 1<sup>st</sup> Street Courthouse Cellblock:**

#### **Mondays:**

Since the USMS court schedule is usually extremely busy on Mondays, the USMS will, from here forward, open the 350 Cellblock and Attorney Meeting rooms on Mondays, each week. The procedures to meet with the in-custody defendant will be as follows:

1. To schedule a meeting for Monday with an in-custody defendant, please email requests to the Court Operations email box at:  
[CAC.COURTOP@usms.doj.gov](mailto:CAC.COURTOP@usms.doj.gov);
2. Please make sure to indicate the date, time, and name of the in-custody defendant at the time of the request;
3. Upon receipt of the email, Court Operations will confirm the request by sending a confirmation email to the attorney. If there is a conflict, Court Operations will notify the attorney at that time;

#### **Attorney Procedures:**

1. Upon arrival at the 350 Courthouse, proceed to the 3<sup>rd</sup> floor;
2. Once off the elevators, proceed towards the USMS Seal and turn left;
3. There will be a cellblock door to the right and the "Attorney Meeting" room door to the left with a speaker and call button;
4. Press the call button and indicate you are an attorney and which defendant you are here to see;
5. Give the deputy a few minutes to call the cellblock to have the defendant moved to a specific room;
6. Upon placing the defendant in a room, the door will be unlocked for the attorney to enter and the room number will be provided via intercom;
7. If there is no immediate response after the call button is pressed, please call 213-620-7676 and indicate you are an attorney here for an attorney meeting.

At the conclusion of court proceeding with in the 350 Courthouse, all in-custody defendants will be promptly returned to the 350 Cellblock. This is due not only to staffing, but also to time constraints. However, in instances where the attorney should ask the deputies in court, before the defendant is instructed to stand up and walk out, that they need a "quick minute with their client", deputies will do their best to accommodate these request. However if they have another proceeding they are scheduled for, the attorney may request to visit with the defendant in the 350 Cellblock. If this occurs, please refer to the "Attorney Procedures" in the above section.

**Tuesdays through Fridays:**

For the rest of the week, Tuesday through Friday, all Attorney Meetings will be conducted in the Roybal Attorney Meeting rooms. This policy is in place due to a decrease in scheduled court appearances and staffing. Additionally, this requirement is regardless of the in-custody defendant's destination for court Tuesday through Friday.

The procedures to meet with in-custody defendants will be as follows:

1. To schedule a meeting for Tuesday through Friday with an in-custody defendant, please email requests to the Court Operations email box at: [CAC.COURTOP@usms.doj.gov](mailto:CAC.COURTOP@usms.doj.gov);
2. Please make sure to indicate the date, time, and name of the in-custody defendant at the time of the request;
3. Upon receipt of the email, Court Operations will confirm the request by sending a confirmation email to the attorney. If there is a conflict, Court Operations will notify the attorney at that time;

**Attorney Procedures:**

1. Upon arrival at the Roybal Federal Building, proceed to the 3<sup>rd</sup> floor;
2. Once off the elevators, proceed towards the USMS Control Room Door located on the wall by the elevators;
3. Press the call button and indicate you are an attorney and which defendant you are here to see;
4. Give the deputy a few minutes to call the cellblock to have the defendant moved to a specific room;
5. Upon placing the defendant in a room, the door will be unlocked for the attorney to enter and the room number will be provided;
6. If there is no immediate response after the call button is pressed, please call 213-894-7993 and indicate you are an attorney here for an attorney meeting.

As a matter of clarity, all court proceedings that are scheduled Tuesday through Friday within the 350 Courthouse still require that all in-custody defendant arrive to the Roybal Cellblock. These inmates will stay in the Roybal Cellblock until approximately 30 minutes before their scheduled 350 Courthouse court proceeding. At that time, the inmate traveling to the 350 Courthouse will be transported to the 350 Cellblock by the two (2) deputies who will be responsible for taking that in-custody defendant to court. The attorney may request to see their client in the Roybal Cellblock any time before their departure time from the Roybal Cellblock and then again upon their return to Roybal.

Instances where the attorney may need a "quick minute with their client" after court should ask the deputies before the defendant is instructed to stand up and walk out. Deputies will do their best to accommodate these request. However, if they have another proceeding they are scheduled for the attorney may be instructed to visit with the defendant in the Roybal Cellblock. If this occurs, please refer to the "Attorney Procedures" in the above section.

**Trial Clothing Procedures for In-custody Defendants:**

The USMS requests that all trial clothing for in-custody defendants be delivered at least one day in advance, but no sooner than 30 days prior to the trial date, between the hours of 6:00am and 2:00pm to the MDC front lobby. This is only if the defendant is housed at MDC.

If the defendant is **not** house at MDC (i.e. San Bernardino or Santa Ana), all trial clothing must be delivered, at least one day in advance, to the Roybal Cellblock between the hours of 8:00am and 5:00pm. By having the defendant's trial clothes at the cellblock, or MDC at least one day in advance, the defendant can quickly be dress to help avoid any unnecessary delays attributed to changing into proper trial attire.

Please note that the USMS **Roybal Cellblock** will only allow **2 days of clothing** at each time of drop-off. This includes the following: 1 suit coat; 2 neckties; 2 shirts; 2 pair of pants; 2 pair of socks; and 1 pair of shoes. This number allows for defendant to switch out clothing from day to day.

At the conclusion of the trial, all clothing must be picked up if was delivered to the USMS Roybal cellblock. If it is not picked up within 30 days, all clothing will be disposed of. The USMS will not mail out trail clothing.

When clothing is dropped off at the **MDC**, MDC will only allow for **1 day of clothing** at each time of drop-off. This includes the following: 1 suit coat; 1 vest or sweater; 1 shirt; 1 necktie; 1 pair of pants; 1 pair of socks; and 1 pair of shoes. These items must be placed in a box with the Attorney's name and the defendants full name and register number. Please note that the box must also include a return address and must be suitable for re-mailing if taken to MDC since they will mail out the trail clothing at the conclusion of the trail.

The USMS requests that defendants not be given to wear lace up shoes, belts, or neck ties; however, clip-on ties are fine. The USMS will ONLY accept suit jackets, suit pants, a button up shirt, and slip on shoes. As noted in the previous paragraph, the Roybal Cellblock will NOT accept more than two changes of clothing. At the end of the trial all clothing will be returned to the defendant's attorney. Any court clothing not retrieved or claimed will be discarded after 7 days.

**Appropriate In-Custody Trial Attire:**

The USMS requests that defendants not be given to wear lace up shoes, belts, or neck ties; however, clip-on ties are fine. The USMS will ONLY accept suit jackets, suit pants, a button up shirt, and slip on shoes. As noted in the previous paragraph, the Roybal Cellblock will NOT accept more than two changes of clothing. At the end of the trial all clothing will be returned to the defendant's attorney. Any court clothing not retrieved or claimed will be discarded after 7 days.

It is the hope that by providing this information to you, that the USMS Central District of California Los Angeles office will be able to effectively streamline its processes while providing both exceptional service and security to the members of the judiciary, the judicial officers, and all litigants of the court process.

Sincerely,

Janelle K. Hohnke

Janelle K. Hohnke  
Assistant Chief Deputy United States Marshal  
Central District of California