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REFER TO BOP

To: [REDACTED]

Subject: FDC Changes in EDiscovery Distribution and Information Regarding FDC SeaTac Pretrial Inmate Computers

Dear Ms. [REDACTED]

I wanted to let you know that I, and FDC staff, are now implementing the changes to how ediscovery is being processed at the institution. I have communicated the changes with the Federal Public Defender's Office and the CJA panel attorneys, and they are receptive to the changes. Your office will not be greatly affected by the changes, unless the defendant is pro-se or the ediscovery is subject to a protective order. Here is a summary of how ediscovery will now be processed at FDC:

All attorneys sending in ediscovery will need to complete the top portion of the Discovery Material Authorization Form (attached). Typically, the defense attorneys will be completing this form, but in situations where the inmate is pro-se (and does not have stand-by counsel), the AUSA will be the individual completing the form. The form must contain the inmate's name

and register number, the number of CD/DVDs, the federal case number, and the attorney's contact information. The attorney then must sign a certification indicating that the items contained in the package consist solely of the ediscovery material and the media consists solely of discovery material relating to the inmate/client's federal case. The legal mail/ediscovery package requirements are listed on the second page of the Discovery Material Authorization Form. The package will be processed as legal mail if the package requirements are met. Once the inmate receives the legal mail/ediscovery, he or she will need to sign the Acknowledgment of Receipt of Property portion of the Discovery Authorization Form. The inmate will receive a copy of the form and another copy will be maintained in the inmate's FDC file.

If the ediscovery is subject to a protective order, I am requesting that the AUSA and/or defense counsel call me to arrange for distribution of the ediscovery pursuant to the protective order.

I would also note that because this is a correctional environment, certain material is not suitable for a housing unit, including, another individual's social security numbers or identifying information, violent images, and/or sexually explicit images and nudity. (b)(5)

(b)(5)

Lastly, I am providing the following information about the pretrial inmates' computers for ediscovery use.

All the Pretrial Inmate Discovery Computers have the following programs:

- Hawk Player
- Abode Acrobat 9
- Microsoft Word Viewer
- Microsoft Excel Viewer
- Microsoft PowerPoint Viewer
- FTR Player
- WIN DVD
- Nero Video Player
- Nero Photo Player
- Quicktime 7
- VLC Media Player
- Quickview Plus 12

I have attached a copy of the supported file formats that Quickview Plus 12 support. Programs other than the ones listed will not be able to be viewed at the FDC.

All pretrial housing units have one Inmate Discovery Computer. The Education Department has two Inmate Discovery Computers, but the Education Department often "shares" one of their Inmate Discovery Computers with SHU. I would also note that the Inmate Discovery computers in the Education Department allow the inmates to view executable files that are installed on the discs. That being stated, zip files cannot be opened by inmates.

I know this is a lot of information, but I wanted to provide it to you as soon as possible and before the training should questions begin to arise. Thank you again for welcoming me to the Seattle legal community. I look forward to meeting everyone at the training. Call me if you need assistance with this or other FDC matters.

(b)(6); (b)(7)(C)

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