



Consolidated Legal Center
Los Angeles, California 90012

**MEMORANDUM REGARDING LAW ENFORCEMENT REQUESTS FOR
RECORDED TELEPHONE CALLS AND ELECTRONIC MESSAGES
AT THE METROPOLITAN DETENTION CENTER IN LOS ANGELES**

Make a law enforcement request for inmate telephone calls through a subpoena.

- Address a subpoena to the "Custodian of Records."
- Include the inmate's full name and register number.
- Indicate a start and end date for the requested calls. The latest date possible is the date of the subpoena.
- Write the name, telephone number, and email of the agent who will retrieve the calls.
- Fax the subpoena to the MDCLA's Special Investigative Services (SIS) at (b)(6); (b)(7)(C)
- After the subpoena is received, SIS will call the agent to set up an appointment for the agent to come to MDCLA to download the calls. Attorney calls cannot be excluded unless the Agent brings the specific telephone number which should be excluded from the download. After sending the subpoena, requesting parties may follow-up with SIS for additional information about the appointment.

Make a law enforcement request for inmate electronic messages or other documents in a letter.

- Address a letter on Department letterhead to the "Custodian of Records." A Department of Justice memorandum states that emails should not be released via a subpoena due to the Stored Communications Act.
- Include the inmate's full name and register number.
- Indicate a start and end date for the requested emails or other documents.
- Write the name, telephone number, and email of the person who would like to receive the emails. This person can be an agent or AUSA. Often the AUSA seeks a screener because the emails may contain correspondence with the inmate's attorney.
- After the letter is received, SIS will email the requested documents to the person indicated on the letter.

MDCLA ordinarily maintains calls and emails for 6 months. If you would like additional calls/emails in the future, submit another subpoena/letter.

Call or email SIS or the Los Angeles Consolidated Legal Center with questions at

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