



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1100

October 15, 2020

TO: All Superintendents
FROM: *Miller* *Ronna Cole*
Arminda Miller and Ronna Cole
Prisons/Health Services Incident Commanders
SUBJECT: Legal Seminars

The Department of Corrections recognizes the importance of receiving legal assistance while incarcerated and contracts with attorneys around the state to provide critical legal advice to the incarcerated population.

Due to social distancing and other COVID-19-related precautions, contracted legal services have been significantly reduced. The services the contracted attorneys provide to the incarcerated population include conducting quarterly seminars as well as researching and assisting with filing forms and communication via telephone or US Mail.

The legal seminars are instrumental in assisting the incarcerated population with learning about legislative changes, assistance with LexisNexis, and assistance with filing the correct forms. These legal seminars are typically attended by a large number of incarcerated individuals. Due to COVID-19 precautions, we must make adjustments to accommodate social distancing.

Facility administration will designate a space within the facility where the legal seminars will be held and will determine the number of incarcerated individuals who can attend, taking into consideration social distancing requirements.

If you have any questions, please contact Tracy Schneider, Program Manager.

cc: Robert Herzog, Assistant Secretary, Prisons Division
Michael Obenland, Deputy Director, Command A
Jeneva Cotton, Deputy Director, Command B
Tomas Fithian, Deputy Director, Command C