



Mark Rollins <mark@rollinsandchan.com>

Automatic reply: 2015 CMD 014057: United States Vs. ATKINS, JOHN

Amato, Maria (DOC) <Maria.Amato@dc.gov>
To: Mark Rollins <mark@rollinsandchan.com>

Mon, Jun 25, 2018 at 10:22 AM

Thank you for your correspondence. For legal assistance from the Office of General Counsel, please call 202-671-2042.

MEDICAL/MENTAL HEALTH REQUESTS

Please note the General Counsel's Office does not have clinical authority and does not make clinical determinations regarding the medical/behavioral healthcare of an inmate.

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For Medical Concerns: Please use the very effective **Court ALERT** Process or the **Unity Healthcare ALERT Line** at [202-698-0400](tel:202-698-0400) and leave a confidential substantive message monitored by medical personnel. Please include the inmate name and DCDC number, or dob if you do not have the DCDC. You will not receive a return call consistent with HIPAA requirements.

For Medical Information: You may obtain an inmate's medical information from their medical record with a written request and duly executed HIPAA compliant release. Please follow the Medical Records request process. Substantive medical information including medications and mental healthcare may be obtained by submitting a HIPAA compliant release and a request for the Medical Record to the FOIA Officer, Segun Obebe, via FOIA Express at the DOC website or by email to segun.obebe@dc.gov, or if you are PDS, follow the PDS process. **The General Counsel's Office does not request medical information, medical records or summarize medical records information for inmates' attorneys.**

OPERATIONAL REQUESTS

Please note the General Counsel's Office does not have operational authority and does not make operational or security determinations or issue operational authorizations.

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For Operational, Case Management, Security, Housing, Inmate Grievance and Legal Visit Requests: Please contact or write the DOC Warden's Office at the Jail at 202-523-7010, fax [202-698-4877](tel:202-698-4877) or CTF Deputy Warden at 202-790-6592, fax 202-698-3301. Letters are addressed to the

Warden, D.C. Department of Corrections

[1901 D St. SE](#)

Washington, D.C. 20003

Non-business hour emergencies please contact the Jail Command Center at 202-523-7000.

The requirements for Legal Visit requests of attorneys, agents, experts are found online at doc.dc.gov, Program Statements, 4160.3 "Access to Legal Counsel."

For other DOC operational requests, please contact:

Records Office Releases, Sentence Calculations, Jail Credits, Warrants, Detainers, Writs: Please call the DOC Inmate Records office at [202-523-7060](tel:202-523-7060) and ask for a supervisor on duty or email doc.records.management@dc.gov. Please note the General Counsel's Office does not have operational authority over the detention or release of DOC, BOP or USMS inmates.

US District Court Inmates: Detentions, Releases, Movement of federal inmates please contact the USMS USDC Prisoner Desk at 202-353-0653.

DOC POLICIES AND PROCEDURES: DOC policies and procedures answer most operational questions and are available online at doc.dc.gov, under the tab "POLICIES: and then "PROGRAM STATEMENTS."

Inmate Haircut and Grooming Requests: Attorneys or their agents please FAX your request, inmate name and DCDC # to the Jail at 202-698-4877, CTF 202-698-3301. The General Counsel's Office does not request grooming on behalf of inmate attorneys for their clients.

Inmate Finance: Please call [202-523-7030](tel:202-523-7030)

Inmate Property: Please call [202-523-7272](tel:202-523-7272)

Halfway House and Jail/CTF Work Release: Please call [202-671-2099](tel:202-671-2099)

GENERAL COUNSEL OFFICE REQUESTS

For Legal assistance from the the staff of the General Counsel's Office, please call [202-671-2042](tel:202-671-2042) during regular business hours. For the following issues please contact:

Subpoenas, Summons, Surveillance and Voluminous Discovery Review, General Inquiries: Please contact Lavon Sanders, Legal Assistant, Lavon.Sanders@dc.gov, 202-671-2042.

Subpoenas for DOC records or the DOC custodian of records must be served in person at the Office of General Counsel during normal business hours. Emailed and mailed subpoenas are not accepted. The Office of General Counsel does not accept service of subpoenas for witnesses in cases other than the custodian of records. They must be served personally on the individual witnesses.

Office of the Attorney General, Civil Lawsuit Discovery, Litigation Holds: Please contact Dede Pearson, Paralegal Specialist, Dede.Pearson@dc.gov [202-671-2042](tel:202-671-2042)

FOIA Requests, Requests for Records from the General Public, Media and Inmate Criminal Attorneys: Please contact Segun Obebe, FOIA Officer, segun.obebe@dc.gov, [202-671-2055](tel:202-671-2055) or FOIA assistant at 202-671-2168. You may use FOIA Express at doc.dc.gov. The general release for institutional records, HIPAA compliant release for medical records and FERPA release for education records are available with the FOIA policy online at doc.dc.gov. The General Counsel's Office does not submit FOIA requests to the FOIA Officer on behalf of requestors. The General Counsel's Office does not disseminate records circumventing the FOIA, subpoena or discovery process.

Media Inquiries: Please contact Public Information Officer Dr. Keena Blackmon 202-671-2135.

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For DC Superior Court cases: Please contact Angela Lee, DCSC 202-879-4378.

For Cooperator Issues: Please contact the USAO Victim Witness Assistance Unit, Sarah.McClellan@usdoj.gov, 202-252-7022.

USAO and MPD requests: Not related to litigation subpoenas: Please contact the Office of Investigative Services at 202-727-2700. Ben.Collins@dc.gov.

Best,

Maria Amato, General Counsel

D.C. Department of Corrections

[2000-14th St. NW, 7th Floor, Washington, D.C. 20009](http://2000-14th%20St.%20NW%2C%207th%20Floor%2C%20Washington%2C%20D.C.%2020009)

[202-671-2042](tel:202-671-2042)

