

1. Defense counsel creates a Zoom meeting for Client and schedules the meeting for the following day at minimum. Meeting times are Monday-Friday, 8:00 AM to 2:30 PM. Be sure to include in the subject and body of the Zoom calendar invite: the Client's Name and SPN, and the purpose of the visit. Also include in body of the Zoom calendar invite **your cell phone number**. Issues may arise that need to be resolved immediately and office numbers have not been very productive.
2. After you have created the Zoom calendar invite send it to defensevisit@sheriff.hctx.net.
3. HCSO will either accept your calendar invite, reject it or propose a new meeting time. If a new proposal time is requesting by HCSO, Defense Counsel can either accept it or counter propose another time that works. Once all parties agree of the meeting the time, the Zoom meeting is calendared.
4. On the agreed upon Zoom calendared time the scheduled meeting occurs between Client and Defense Counsel. The meeting should be private with HCSO not in the room. Be sure to be as thorough as possible here and answer all of the questions, as meeting time blocks are limited.
5. Any visit requests outside of 1200 Baker will be rejected.