SAN MATEO COUNTY SHERIFF'S OFFICE

330 Bradford St., Redwood City, CA 94063
Telephone: 650-363-4911

TO: ATTORNEYS FOR INCARCERATED PERSONS IN COUNTY FACILITIES

Please be advised that beginning January 22, 2023, attorneys of record for incarcerated persons will have the option to register for a professional account to communicate confidentially with incarcerated clients using Smartinmate Electronic Messaging ("SEM") also known as SmartJailMail. Regular messaging fees apply.

To register for a professional account for SEM, please visit www.smartinmate.com and follow the directions for account registration. You will need to provide the following items:

- Copy of official US Government picture ID
- Copy of State Bar of California Bar Card and/or Bar Number
- Documents showing status as counsel of record for the incarcerated person (e.g., official court appointment record, executed engagement agreement).
- Email address, as registered with the State Bar of California (This is the ONLY email address you may use to communicate confidentially with incarcerated persons using SEM).

Once professional registration information and materials are verified by the San Mateo County Sheriff's Office, attorneys of record may commence confidential communications with incarcerated clients using SEM. Please allow 7 business days for processing of requests for professional registration.

Attorneys of record may continue to send regular (I.e., non-SEM) legal mail to their incarcerated clients at the Maguire and Maple Street Correctional Facilities.