

SALT LAKE LEGAL DEFENDER CLIENT AND FAMILY HANDBOOK

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INTRODUCTION

The Salt Lake Legal Defenders Association (LDA) is pleased to offer this handbook to assist our clients, their families, and members of the public to better understand how our local criminal justice system works. We hope it answers any questions you have, but we also want to encourage you to call our office if you have more specific questions about your particular case or situation. We strive to provide the best possible service to our clients and this community.

Beyond the facts and data contained in this book, you should know that the entire staff at LDA takes great pride in the work we do. The Mission of LDA is to pursue equal justice, and through a commitment to high performance standards, ethical excellence, data-driven practices and client-centered advocacy, to provide high quality criminal defense services for adults and serious youth offenders in Salt Lake County. We are truly honored to make the Sixth Amendment right to counsel a reality in Salt Lake County. With all of the problems in our criminal justice system today, we want to be one of the solutions.

Patrick Anderson
Director Salt Lake Legal Defender Association

USING THIS HANDBOOK

The Client and Family Handbook is designed to help you and your family understand the criminal process, the legal steps your case will go through, how your public defender will handle your case, and what resources are available to help you and your family get through this difficult time.

In writing the Handbook, we have tried to be as accurate as possible, but the criminal justice system is always changing and every case is different. The Handbook is only a guide and you should always listen to your attorney since your attorney knows your particular case. Families should also double-check visitation times with the jail before you make a trip to the jail.

THE LDA OFFICE

The lawyers at LDA are fully licensed attorneys and are appointed by the courts of this county to represent primarily adults who have been accused of crimes and do not have money to pay a lawyer. LDA does not handle civil cases and does not bring lawsuits or criminal charges against people.

LDA is a 501(c)(3) nonprofit private law firm formed in 1965 which contracts with Salt Lake County and Salt Lake City to provide indigent legal defense. With almost 80 attorneys, LDA is one of the largest law firms in Salt Lake. In addition to the lawyers in the office, your case will receive the attention of support staff that includes paralegals, investigators, social workers, interns and secretaries.

All lawyers at LDA are, in fact, real attorneys who are fully licensed to practice law in the State of Utah and must comply with licensing requirements of the Utah State Bar and with the even more rigorous training and educational requirements expected of LDA attorneys.

KEEPING IN CONTACT WITH YOUR ATTORNEY

Lawyers, investigators, and social workers from LDA make frequent and regular visits to the jails to talk to their clients. Your lawyer will meet with you as often as needed, but they cannot see you every time they are at the jail or as often as you may wish they could.

A telephone call or letter to your lawyer can often solve many problems. Even if your attorney is in court or not in the office, the legal secretary assigned to your case can answer basic questions or get an answer from the attorney and relay other information between you and your attorney.

If you are in the Salt Lake County Adult Detention Center (ADC), LDA maintains five direct phone lines from which you can call between the hours of 8:30 am and 5:00 pm. Afterhours calls go directly to voicemail.

Additionally, if you are in the Utah State Prison (USP) at Draper, LDA maintains a direct phone line that may be accessed by current clients.

If you are a current LDA client and are being housed in any facility other than ADC or USP, you may ask your attorney to approve collect calls from you. Once put on the approved collect call list, you may phone anytime during business hours (8:30 am to 5:00 pm) and LDA will accept your call.

Also, if you are an inmate of either ADC or USP and are indigent, arrangements can be made with those facilities to get your legal mail mailed free of charge.

If you are calling or writing letters from any jail or prison, you **MUST** assume that your communications are being monitored and recorded. Under no circumstances should you be discussing the facts of your case with anyone other than your attorney.

If you call your lawyer, do not talk about your case where others may hear. If you write to your lawyer, please do not have someone else write for you or read what you have written.

Remember, what you tell your lawyer is confidential and privileged as long as it remains between you and your lawyer or your lawyer's assistants. Information you give your lawyer will not be used against you.

LDA CONTACT INFORMATION

Main Telephone Number	801-532-5444
Direct Telephone Lines from ADC	801-532-2845
Direct Telephone Lines from USP	801-355-3920

LDA Mailing Address:

[Name of the Assigned Attorney]
Salt Lake Legal Defender Ass'n
424 East 500 South
Salt Lake City, Utah
84111

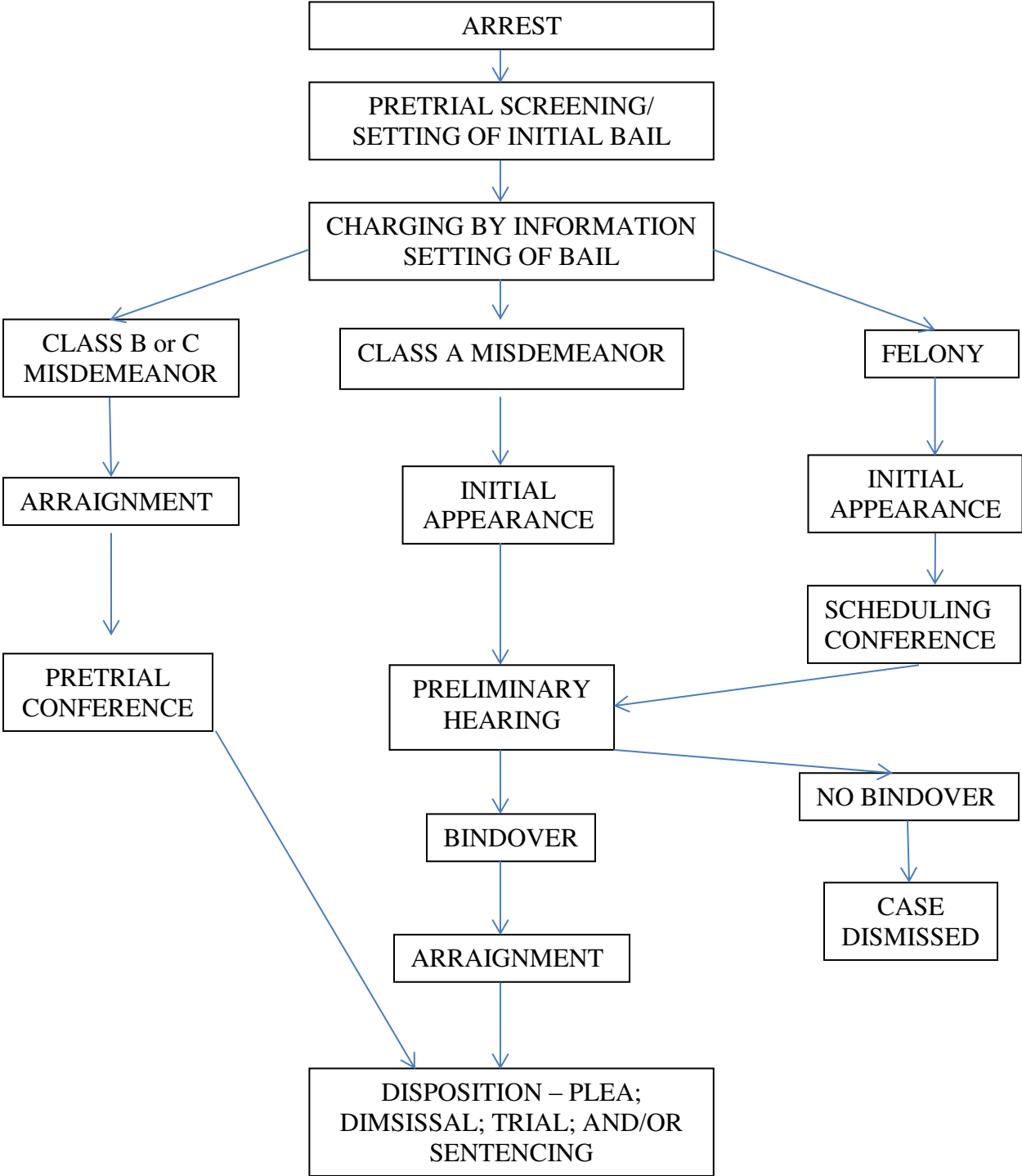
FOLLOWING YOUR CASE

The legal process is very hard to understand. There are many steps in the process and you will have several decisions to make. Your attorney will explain all of your choices and help you to make the best decision.

The descriptions and charts in this Handbook attempt to provide a guide through the various steps of the legal process and how a normal case would flow through the system. Since every case is different, they may not show the exact steps of your case, but they are close. When you are talking to your attorney, she or he can explain where you are in the process and explain the next steps.

Many of the steps of the legal process are explained in the sections that follow. Your attorney will help you to understand these steps, but you should read this Handbook carefully so that you can help in making important decisions.

THE LEGAL PROCESS



ARREST, INITIAL BAIL AND PRETRIAL RELEASE

If you are arrested, law enforcement fills out a “probable cause” statement indicating in general what charges they believe might be filed by the District Attorney. Based upon that statement, a magistrate will set an initial bail amount within 24 hours usually based upon the Uniform Bail Schedule (available online at https://www.utcourts.gov/resources/rules/ucja/append/c_fineba/).

All persons booked into ADC are screened for possible release by a Criminal Justice Services Pretrial Screener. To be eligible for immediate release, you must: (1) have a charge and criminal history that falls within the current release guidelines; (2) have verifiable ties to the community; (3) provide names and phone numbers of references; (4) not have had previous unsuccessful Pretrial releases; and (5) not be a threat to yourself or the community. Even if you are not released initially by Pretrial Services, a judge may order you released after your first court appearance.

People released from jail by a Criminal Justice Services Jail Screener or by a Judge on a non-bail supervised release are supervised by Pretrial case managers. Pretrial case managers monitor clients for court appearance and compliance with release conditions. Case managers also make referrals to various education and treatment programs for client services and support. If a client violates any of the release conditions, the case manager will send the judge a request to revoke pretrial release and an arrest warrant will issue.

For those people who continue to be held in jail after their initial arrest, charges must be filed within 72 hours unless the District Attorney specifically requests an extension of that time. If no charges have been filed within 72 hours and an extension has not been granted, the person will be released on that case as a “fail-to-file.” It is important to remember that even if you are released on a “fail-to-file,” that does not

prevent the District Attorney from eventually filing charges on the case as long as they are within the statute of limitations for filing (usually four years on felony cases).

If the District Attorney does file charges on your case, a document called the Information is filed with the court. The Information sets forth the specific charges you are facing. The Information also contains a “Declaration of Probable Cause” which is simply a statement of the facts that the District Attorney believes will support the charges. This statement is NOT evidence and is merely a brief summary of what the District Attorney believes it will be able to prove.

Along with the Information, the District Attorney will usually file a requested bail amount that may reflect the specific circumstances of the case. This bail amount would take the place of the initial bail set by the magistrate upon arrest.

BOND

If you do not qualify for Pretrial Release, you will need to bail/bond out of jail. Bond is an amount of money paid in order to release you from jail while you are waiting for your case to go to court. The reason for the bond is to make sure you come back to court. You do not have the right to a bond if you are charged with a crime that carries the death penalty or are being held on a parole violation.

In deciding the amount of bond, the Court will look at the kind of crime that you have been charged with, the probable cause statement, your prior criminal record, if you have failed to appear in court before, how long you have lived in the area, family and friends in the area, employment, and how long you have had your job. The presence of your family or employer in court may be helpful in getting a lower bond. If your bond is too high, your lawyer can file a motion asking that your bond be lowered.

There are several types of bond, including:

1. Cash Bonds

You or someone puts up the entire bond amount. You will get the money back at the end of your case if you have made your court appearances.

2. Bonding Company/Surety Bond

Generally, bonding companies will charge you 10% of your bond plus a bonding fee. For example, if your bond is \$1,000.00 the bonding company will charge you \$100.00 plus the bonding fee. This money is not refundable. Professional bondspersons are listed in the phone book and they will be glad to explain bond to you.

3. Property Bonds

You must own land. You can take the title to the court and they will place a lien for the amount for the amount of the bail. If you do not show up to court, you could lose the property.

FIRST COURT APPEARANCE

If you are arrested and then charged, you will have your first court appearance before a Magistrate in what is commonly called the Arraignment Court for Class B and C misdemeanors and the Initial Appearance Court for Class A Misdemeanors and Felonies.

For misdemeanor charges, the judge may address anything at the first appearance and will even take pleas and sentence cases. In felony cases, the judge will not take pleas at the first appearance and will rarely address bail and/or release. Most often, you will just be given a new court date in front of the judge who will be assigned to your case and

you will be asked if you will be hiring an attorney or want one appointed to your case.

For Felony and Class A Misdemeanor cases, your first court appearance will be in one of the two district courts located in Salt Lake County – Salt Lake or West Jordan. Whether your case is assigned to West Jordan or Salt Lake will depend upon the geographic location of the allegations.

Salt Lake District	450 South State St	(801) 238-7300
West Jordan District	8080 S Redwood Rd.	(801) 233-9700

For Class B or C Misdemeanor (or an Infraction) your first appearance in court will be in the local Justice Court where the allegations arose. LDA represents clients in both the Salt Lake City and Salt Lake County Justice Courts.

Salt Lake City	333 South 200 East	(801) 535-6300
Salt Lake County	2001 S. State St. S4200	(385) 468-8200

A full list of other justice courts in Salt Lake County can be found online at <http://www.utcourts.gov/directory/courthouse.cgi?county=18> , each of the courts provide their own indigent defense services and you should ask to be appointed an attorney if you cannot afford one.

APPOINTMENT OF COUNSEL

You have an absolute constitutional right under the Sixth and Fourteenth Amendments of the United States Constitution to be represented by an attorney if you face the possibility of a jail sentence. You may either hire your own attorney or, if you qualify financially, a judge may appoint an attorney to represent you.

If you want the court to consider appointing you an attorney, you must ask the judge in court and you will most likely be required to fill out a financial statement so the judge can evaluate whether or not you qualify. The financial qualifications are set by statute and cases are handled on a case-by-case basis. Most often, a judge will look at how much money you make, any assets you have, the number of dependents, your debts, and the complexity of the case in determining whether you qualify for appointment of counsel.

COURT APPEARANCES DO'S AND DON'TS

At every court appearance it is very important that you be there on time and be dressed in court appropriate clothing. It really can make a difference in the outcome of your case if you present yourself as well as you can. It should also go without saying that you should not be under the influence of any illicit drugs or alcohol. If you are prescribed medication by a doctor that affects your judgement or how clearly you think, please tell your attorney.

You must appear in court, on time, for all scheduled court dates and hearings unless your lawyer has told you not to attend and the judge has excused your absence.

Always arrive early for your court appearance, as your lawyer may need to discuss your case with you. If an emergency prevents you from being in court, or if you must be late, notify your bondsman and your lawyer

immediately. If no one knows where you are when your name is called, the judge may revoke your bond or pretrial release and issue a warrant for your arrest. This means the police will arrest you again and you are no longer on bond or pretrial release.

Equally as important as showing up on time is your appearance. The judges enforce a dress code, and a neat, clean appearance will only help you. On the other hand, a sloppy or too casual appearance will reflect poorly on you. For men: no shorts, no saggy pants (must be belted around the waist and tucked in), no t-shirts with offensive slogans, no tank tops or undershirts and no hats. Women should not wear clothing that is revealing in any way. Do not wear shorts, halter tops, see-through tops or expose the midriff. Be advised that some judges will make you courtroom to change if the judge finds your attire offensive.

INVESTIGATING YOUR CASE

Anything you tell your lawyer or your lawyer's agent is confidential. You should never discuss the facts of your case with anyone else, including your family and friends, unless your lawyer has told you to do so. Information you give to other people may be used against you in Court - be careful. Additionally, if you are in jail, you should NEVER discuss the facts of your case over the phone or with other inmates. Jail calls are recorded and will be used against you in Court.

You should play a very important part in the investigation of your case. Your lawyer needs to know as soon as possible the names and addresses of any witnesses. You can help by finding witnesses and notifying your lawyer by letter, phone, or coming into the office. If you are in jail, your family and friends may be able to help.

A witness can be anyone who was present when the incident occurred, who knows you could not have committed the crime because you were somewhere else when the crime occurred, or has any information that

may show that you are not guilty or the crime was not as serious as the State claims.

PREPARING YOUR CASE

To represent you properly in court, your lawyer must investigate, research, and prepare your case. Extra time in preparation may save you from years in jail or prison.

If you are unhappy with the way your case is being handled, talk to your lawyer. If you have talked to your lawyer and you are still unhappy, call or write LDA administration. Personality conflicts can occur. Your concern should be your lawyer's ability to represent you in Court, not whether or not you like him or her.

As soon as they get the case, your lawyer will file a discovery motion for witness lists, statements, reports, and other information about your case. Your lawyer will also talk to you and the district attorney to determine if a settlement can be reached. The district attorney (D.A.) represents the people who have accused you of a crime.

Your lawyer will review the evidence with you, explain the law under which you are charged, and discuss all possible defenses you may have. You will also talk about the strengths and weaknesses of the State's case and your chances at success should you go to trial. The possible punishments for the crime with which you are charged will also be explained to you.

MOTIONS

Your lawyer may determine that certain motions should be filed in your case. A motion is where your lawyer is asking the judge to decide something such as whether a line-up identification or statement should not be used against you or whether certain evidence should not be used.

After any motion is filed, it will be set for hearing in court and the judge will rule on it.

If you feel a motion should be filed in your case, talk to your lawyer and let your lawyer file it. While you are represented by an attorney, the court will not accept any motions you file on your own. It is not a good idea for you to file your own motions because you are not a lawyer and you may include information in your motion that could hurt your case. Allow your lawyer to handle motions for you.

PLEAS

There are basically three ways you can plead: (1) not guilty; (2) guilty; and (3) no contest.

A not guilty plea is entered when you are not guilty of the crime, when you are not sure which plea to enter, when there is not enough evidence to prove your guilt, or when you want a trial. A not guilty plea can be changed later.

If you plead guilty or no contest, the judge must be convinced that there is a factual basis for your plea, you understand what you are pleading to, you understand your rights when you plead guilty, and no one has forced you to enter a plea. If you plead guilty, you must admit you committed the crime. If you plead no contest, you do not admit your guilt, but the judge finds you guilty. Pleading no contest has the same legal significance as pleading guilty. It is still a conviction.

When you plead guilty or no contest, you give up your right to trial, to confront the witnesses, and to remain silent. You cannot appeal a guilty plea. The only remaining issue is your sentence.

Most guilty and no contest pleas are entered as part of a plea agreement. A plea agreement is when the district attorney agrees to reduce the

charge, dismiss all or part of the charges, and/or recommend a sentence in return for your plea. Plea agreements can only be entered with your approval and the judge's acceptance.

PLEA BARGAINING

Plea bargaining is part of the court process. Even if you tell your attorney that you do not want to negotiate a plea, your attorney is ethically obligated to relay any offers made by the district attorney and the court will ask your attorney if he or she has informed you of any plea offers.

Almost anything is negotiable in plea bargaining.

PLEAS IN ABEYANCE

In certain cases your attorney may be able to get the district attorney to offer a Plea in Abeyance. A plea in abeyance is a guilty plea, but it is not yet a conviction. When you enter into a plea in abeyance, you are agreeing to abide by whatever terms the court sets (usually things like: do not commit new criminal violations; pay a court fee; complete treatment; etc.) for some period of time. In return, the court agrees to dismiss your case at the end of the plea in abeyance period.

Basically, if you do whatever it is the court tells you to do, the case can be dismissed and the guilty plea is never entered as a conviction. However, if you do not substantially comply with the terms of the plea in abeyance, your guilty plea can be entered as a conviction and you can be sentenced for the charge.

DIVERSIONS

In very rare cases, you and the prosecutor can enter into a diversion agreement. A diversion agreement is similar to a plea in abeyance

except you do not have to plead guilty at all. Diversion agreements almost always have to be in writing and they are a contract between you and the district attorney. If you hold up your end of the contract (normally things like staying out of trouble, paying restitution, completing treatment, or any number of other conditions), the district attorney will agree to dismiss the case against you. If you violate the diversion agreement, your case will just pick up where it left off in the process.

PRELIMINARY HEARING

For all felony and class A misdemeanors, you are entitled to have a preliminary hearing. At a preliminary hearing, the State must show that there is probable cause to believe that you committed a crime. The preliminary hearing is not a determination of guilt and the standard of proof required is very low, but it is a way to make sure that the State has at least some evidence in its case.

At this hearing, all inferences go in favor of the State. That means that if there are two ways to interpret the evidence and one supports the State's theory, then the case will be bound over. In addition, the judge cannot weigh credibility at this hearing. Unlike trial, this is not a hearing where the judge decides who she believes is more credible; instead, if there is any testimony that supports the State's case, even if incredible, the case will be bound over. Finally, the rules of evidence are relaxed at this hearing; many forms of hearsay are allowed in and cross examination may be limited in scope. The client has a right to testify at this hearing if he or she so desires; however, because the judge cannot weigh credibility, clients are not recommended to testify at this hearing except in unusual circumstances. Testifying does little to prevent the case from being bound over and doing so exposes the client's defense strategies and gives the State impeachment evidence for trial.

The preliminary hearing is often used by Defense Counsel to cross-

examine the State's witnesses in an effort to determine the strength and quality of evidence the State has or to see if any motion issues are present. If the case is not bound over on any charges the case is dismissed. Under certain circumstances the State may re-file charges. If the case is bound over as charged or on reduced charges, the case is set for Arraignment.

ARRAIGNMENT

If your case is bound over for trial after the preliminary hearing, your next court date will be the arraignment. At the arraignment, the court will enter your plea of not guilty or guilty if you have negotiated a plea bargain.

If you enter a guilty plea, the court will set your case for sentencing and, most often, order that a Presentence Report be prepared [see page].

If you enter a not guilty plea, you and your attorney may ask for more time to negotiate the case, set a hearing for motions, and/or set a date for the trial.

TRIAL

If your case is not settled with a plea agreement or not dismissed, it will be set for trial. Trials can be a very complicated process and no two trials are the same. If you have any questions about what can happen at trial or how they work, please ask your attorney.

A jury trial is where the judge presides and people from the community determine whether you are guilty. A bench trial is where the judge decides the case. You and your lawyer must decide whether you want a jury or bench trial. Both the defendant and the State have the right to

demand a jury trial.

If you have a trial, you and your lawyer must make several decisions about the presentation of your defense including whether or not you will testify. You are not required to testify, but you can testify. Your lawyer will give you advice about this and help you decide.

You and your lawyer must be ready for your trial on the date it is set even though there is a chance that you may not be tried on that date. There are many people waiting for a trial so the judge often sets several cases for trial on the same day. Another case may take priority over your case if it has been set once before, if the defendant is in jail and you are not, or if another good reason is shown. You may not know until you are in Court for your trial whether or not you will actually be tried that day. It is very important, however, that you and your lawyer be prepared for trial.

A jury is used in most trials. The district attorney and your lawyer will each question the people who may be on the jury and try to select the best ones to hear your case. You will help your lawyer in making this decision.

After a jury has been selected, each side makes an opening statement telling the jury about the case. Then the district attorney presents his/her witnesses and evidence and your lawyer can question these witnesses.

Before a person can be convicted of a crime, the district attorney must present evidence proving beyond a reasonable doubt that the accused person committed a crime. Evidence may be a physical thing like a gun, a fingerprint or a lab report. Evidence is also the testimony of a witness who says that he or she saw, heard or did something that is relevant to the trial.

After the district attorney's witnesses are finished, your lawyer can ask

the judge to enter a directed verdict of acquittal (not guilty) if the district attorney did not present enough evidence to prove your guilt. If this motion is denied, your lawyer may then present defense witnesses and evidence. The decision as to how best to defend you is very complicated and you should discuss it very carefully with your lawyer.

When all the evidence has been presented, each side then makes a final argument to the jury. The judge then tells the jury what rules of law they should apply while trying to make their decision. The jury then goes into a jury room to talk about the case and try to reach a unanimous decision as to whether or not you have been proven guilty. They must all agree. If they cannot reach a unanimous decision, a mistrial occurs and your case is set for another trial.

PRESENTENCE INVESTIGATION REPORT

If you plead guilty or no contest without an agreement as to sentence, or if you are found guilty after a trial, the judge will set a date for a sentencing hearing and order that a pre-sentence investigation (PSI) report be prepared. The PSI gives the judge information he or she needs to help decide your sentence.

A probation officer will question you and may question your family, friends, employer, and witnesses in order to prepare this report. The PSI will include a statement of the facts of your case, your prior criminal record, family background, employment history, and possibly a statement from you. Be truthful with the probation officer because all information is verified and any untruthful statements will be reported to the judge. In making any statements, be careful not to discuss the actual facts of your case until you have first talked to your lawyer. Your lawyer can help you in filling out the forms for the probation officer and advise you as to how you should conduct yourself.

After the report has been prepared, your lawyer will receive a copy, review it with you, and prepare for your sentencing hearing.

SENTENCING HEARING

The judge will review the PSI report and consider other testimony at the Sentencing Hearing. The judge will give you an opportunity to talk. You and your lawyer should discuss this and carefully prepare for your testimony should you decide you want to talk to the judge.

The judge will also consider statements from the district attorney, your lawyer, and other interested persons. If you have people who would testify on your behalf, be sure to give their names and addresses to your lawyer so they can be contacted before your hearing. Some courts may allow someone to speak on your behalf, but most often, courts prefer for that information to be in letters.

Remember, every case and every defendant is different. Do not try to compare your sentence to sentences received by others in their cases.

INCARCERATION

You may be sentenced to a period of time in custody at either the Salt Lake Adult Detention Center or the Utah State Prison. The maximum sentence depends on the degree of conviction.

How much time you actually serve in jail or prison depends on a number of factors.

For a jail sentence, ADC has a number of early release programs or ways in which you can earn additional time off. Regular “good time off” is 5 days for every 30 days served (i.e. you would serve 25 days of a 30 day sentence if you are eligible for good time and follow all the jail rules). If you become a “prisoner worker” at the jail, you would earn 10

days good time for every 30 days served. Additionally, completing certain programs such as getting a GED or going through CATS or Life Skills can earn more good time. Finally, you may be eligible for the jail ankle monitor program (SHED) which allows you to be on “house arrest” if you meet the criteria.

For a prison sentence, how long you serve is determined by the Utah Board of Pardons and Parole. Utah law imposes an indeterminate prison sentence which means that your sentence would be for a specified range of time including a maximum and minimum time frame. Every person sentenced to prison will have a sentencing matrix calculated for their case which will indicate a guideline of the time to be served. It is very important to remember that this is only a guideline and the Board may hold you up to the maximum sentence or may release you upon the completion of the minimum sentence depending upon the circumstances of your case and how you behave in prison.

PROBATION

Probation is a privilege, not a right. Probation means that you do not serve your full sentence in a jail, but must live by certain rules to stay out of jail. Talk to your lawyer about whether or not you are eligible for probation and what your chances are of receiving probation.

If placed on probation, the judge may make several conditions part of your probation. These conditions may include: 1) reporting regularly to your probation officer, 2) notifying and receiving permission before changing your address, changing your job, or traveling out of state, 3) receiving drug or alcohol treatment, 4) obtaining a G.E.D., 5) keeping a full-time job, 6) paying back money to the victims, 7) not committing any other crimes and 8) community service work.

If you violate any probation conditions, a hearing will be held and the judge may revoke your probation and sentence you to jail. If you are

charged with another crime while you are on probation, the judge can revoke your probation without waiting to see if you are convicted of the new charge. You will have a hearing if you are charged with a probation violation and the judge will decide what should be done.

APPEAL

LDA has an appellate division of six attorneys who specialize in appeals that will work on the appeal of your case if an appeal becomes necessary. You can appeal a conviction, a sentence given by the judge, or rulings on motions that affected the evidence in your case. An appeal will only help you if the judge did not follow the law or if you were prevented from properly exercising your legal rights.

The first step in an appeal is a notice of appeal is filed with the Court of Appeals. If your case is appealed, the judge may set an appeal bond that would allow you to remain out of jail if the bond is posted until a decision has been made on your appeal.

If you plead guilty to a crime as part of a plea bargain, you cannot appeal your conviction, but you can appeal your sentence. If you feel that the sentence the judge gave you was too harsh, your attorney can file an appeal with the Court of Appeals.

You should discuss the appeal process with your lawyer immediately after your trial or sentencing because there are very strict time limitations on filing. Once these time limits have passed, it is extremely difficult to have your case heard.

INFORMATION FOR FAMILIES

WHEN A LOVED ONE IS ARRESTED

It can be a very frightening and confusing time for you when someone you care about is arrested and charged with a crime. You may feel angry and bitter. You may feel alone, but you are not alone.

The people who work LDA are here for you. We care about our clients, their families, and their friends. We are here to help.

Hopefully, the information contained in this booklet can answer many of your questions. Be sure to read through the sections that explain the criminal justice process as well as the sections directed to the family because important information is found there, too. If you cannot find the answer to your questions in this booklet, be sure to call our office. If we do not know the answer, we can at least refer you to someone else who can help.

Keep in close contact with your loved one's lawyer. Call him/her as often as you need to and make appointments to talk together in the office. The support of family and friends can be very helpful in working out a good solution to your loved one's legal problems.

JAIL OR PRISON VISITATION INFORMATION

The officials at the jails and prison recognize the importance of visitation and try to be helpful, but their chief concern is security, so you may be searched for weapons or drugs.

If you have questions about the jail, you can call 385-468-8400. Also, many basic questions about the jail or the prison can be answered by accessing the Salt Lake Metro Jail and the Utah State Prison websites at:

<http://www.slsheriff.org/metro-jail/where-to-start>

<http://corrections.utah.gov/> and

http://corrections.utah.gov/index.php?option=com_content&view=article&id=1048&Itemid=164

JAIL VISITATION RULES

- You must arrive at least 45 minutes prior to the start of your visit. If visiting at Oxbow, you must arrive at least 15 minutes prior to your visit. Visitors are responsible to remember the date and time they are pre-scheduled.
- Prisoner workers (kitchen, server, etc.) will not be allowed visits during their scheduled work hours. The prisoner is responsible for notifying visitors of housing location changes and/or work assignments.
- Prisoners are permitted one (1) visit per visiting day (two (2) visits per week) and three visitors will be allowed to visit a prisoner. (At Oxbow, due to space limitations, only two visitors are permitted per visit). Children 17 years and under must be accompanied by their parent or legal guardian. An adult must accompany a child wanting to visit their parent or legal guardian.
- Every visitor 16 years of age or older must have a government issued ID (Drivers License or State ID), Driving privilege cards and school ID's are not acceptable forms of identification.

- No visiting is permitted during meal times beginning at 11:00 AM through 12:30 PM and from 4:00 PM through 5:30 PM.
- Visits may be pre-scheduled up to seven days in advance by calling (385) 468-8400 or you may pre-schedule a visit in person at the Visiting counter.
- Visiting reservations must be made no later than 11:00 PM the day prior to the day of the visiting reservation. No same day telephone reservations will be scheduled.
- Cancellations of existing visiting reservations must be made no later than one hour prior to the scheduled visit. Telephonic requests for changes to visit times cannot be made on the day of the scheduled visit.
Requests to visit outside of normal visiting hours and/or days will be handled on a case-by-case basis.
- There will be times when a prisoner is unavailable or refuses a visit. Visits also on occasion may be delayed or cancelled due to operational incidents in the jail.

JAIL VISITATION SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pod A: Closed	Pod A: Closed	Pod A: 9AM to 9PM	Pod A: Closed	Pod A: 9AM to 9PM	Pod A: Closed	Pod A: Closed
Pod B: Maximum Security 9AM to 9PM	Pod B: Medium Security 9AM to 9PM	Pod B: Minimum Security 9AM to 9PM	Pod B: Minimum Security 9AM to 9PM	Pod B: Closed	Pod B: Maximum Security 9AM to 9PM	Pod B: Medium Security 9AM to 9PM
Pod C: Closed	Pod C: 9AM to 9PM	Pod C: Closed	Pod C: Closed	Pod C: Closed	Pod C: Closed	Pod C: 9AM to 9PM
Pod D: 9AM to 9PM	Pod D: Closed	Pod D: Closed	Pod D: 9AM to 9PM	Pod D: Closed	Pod D: Closed	Pod D: Closed
Health Services Minimum Security 9AM to 9PM	Health Services Maximum Security 9AM to 9PM	Health Services Medium Security 9AM to 9PM	Health Services Minimum Security 9AM to 9PM	Health Services Medium Security 9AM to 9PM	Health Services Maximum Security 9AM to 9PM	Health Services Closed
Oxbow Jail Closed	Oxbow Jail Closed	Oxbow Jail Closed	Oxbow Jail 9AM to 9PM	Oxbow Jail Closed	Oxbow Jail Closed	Oxbow Jail 9AM to 9PM

INMATE ACCOUNTS/COMMISSARY

Both the jail and prison allow family and friends to put money into an inmate's account in many different ways.

Jail inmate accounts can be accessed by the mail, in person at kiosks at the jail, and online via a service called OffenderConnect. You may even purchase commissary items directly online. More information can be found at <http://www.slsheriff.org/metro-jail/load-commissary-account>.

For inmates at the Utah State Prison, money may be deposited on an inmate's account by mail, telephone, via the Internet or at kiosks at the main visiting entrances at the Utah State Prison and Central Utah Correctional Facility. You will need the inmate's full name and offender number.

By mail: Secure Deposits/Utah Department of Corrections, P. O. Box 12486, St. Louis, MO, 63132 (Money orders only; should be made out using the inmate's full name and offender number)

By telephone: Call 1-866-345-1884 (There is no daily limit; there is a \$6.95 per transaction fee.)

By Internet: Visit AccessCorrections.com (There is no daily limit; there is a \$6.95 per transaction fee.)

At kiosks in visiting areas: The kiosks are available during regular business hours and accept cash, debit or credit cards. (There is a cash limit of \$2,995 per day, with a \$3.50 per transaction fee. There is no daily limit for credit or debit cards, with a \$3.95 fee.)

INMATE MAILING ADDRESSES

SALT LAKE METRO JAIL

Prisoner's Name (and SO# if known)
c/o Salt Lake County Metro Jail
3415 S. 900 W.
Salt Lake City, UT 84119

UTAH STATE PRISON

Inmate name and offender number
Utah State Prison
P. O. Box 250
Draper, UT 84020

OR

Inmate name and offender number
Central Utah Correctional Facility
P. O. Box 550
Gunnison, UT 84634

IMPORTANT PHONE NUMBERS