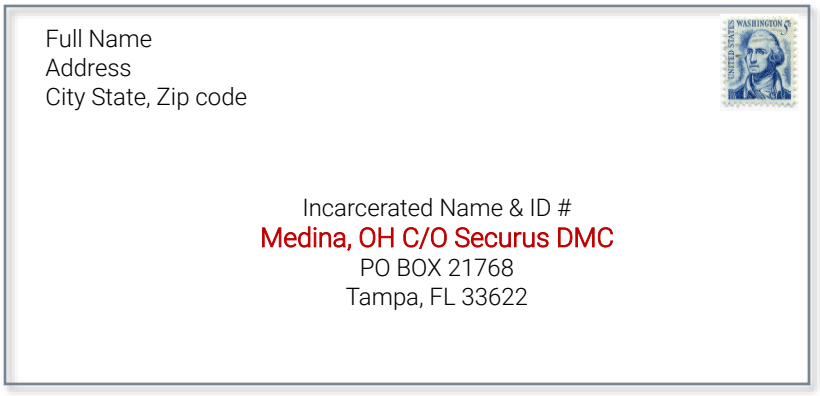
NOTICE OF CHANGE TO MAIL PROCEDURES

At the direction of Medina, OH, effective 7/15/2024 personal mail will no longer be accepted by Medina, OH

All personal mail must be addressed as outlined below. Failure to properly address the envelope may result in your mail being returned or delayed.



What you should know

- Mail will be received at the Securus Digital Mail Center. If it complies with Medina, OH direction and requirements, it will be digitally scanned and available to be viewed via the eMessaging or DMC applications on tablets and/or kiosks.
- Pictures and drawings will be accepted for scanning provided they meet the requirements. Pictures, drawings, or other paper that exceed 8.5 x 11 inches and non-paper items will not be accepted for scanning.
- Medina, OH may have additional rules about the types of mail that can and cannot be scanned. Please check with them for more details.
- The Digital Mail Center may determine that mail cannot be scanned both before and after the mail is opened. If the mail cannot be scanned, it will be returned to the sender.
- If a person sends mail that they would like to have returned to them after the mail is scanned, the Digital Mail Center will return the item to them only if they include a self-addressed envelope with sufficient postage. If a self-addressed envelope with sufficient postage is not included, the mail will be discarded.
- Packages, certified mail, checks, and money orders are not accepted and will be returned to the sender.
- All physical mail will be discarded 90 days after it is scanned and uploaded.

Legal mail & publications

If you are an attorney or have legal mail to share with an incarcerated client, DO NOT SEND IT TO THE ADDRESS ABOVE. If you do, it will be opened and processed as set forth above. The facility where your client is incarcerated has a specific process for attorney communications and legal mail. Check with the facility and follow their process.

Publications should not be sent to the address above. Publications include mail sent from a publisher, distributor, or authorized retailer. Check with the relevant correctional facility for more information on where publications should be sent.