

**FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA
COUNTY OF ALLEGHENY**



ADMINISTRATIVE OFFICE
437 GRANT STREET 300 FRICK BUILDING
PITTSBURGH, PENNSYLVANIA 15219-6000
(412) 350-5410 FAX (412) 350-5429

Use of Flash Drives of Incarcerated Individuals Discovery Review:

To facilitate the review of digital discovery materials by incarcerated individuals in the Allegheny County Jail (ACJ), the incarcerated individuals may be permitted access to a flash drive provided by defense counsel. For Court Appointed Attorneys, the Administrative Office of the 5th Judicial District of Pennsylvania, Court of Common Pleas, will supply a court- issued (C-issued) flash drive at the request of the attorney.

Eligibility and Use Guidelines:

- C-issued flash drives are available for use in criminal court cases only, and only when charges have been held or waived to court.
- C-issued flash drives are loaned for a limited period of 6 months and distribution is subject to availability.
- Attorneys may request a C-issued flash drive by emailing Kristin Reitmeyer:
KReitmeyer@alleghencourts.us. Requests must include:
 - A signed court order authorizing use of flash drive.
 - A completed C-issued Flash Drive Form (available on the court's website:
- Contact the ACJ in advance to arrange delivery of the discovery and any accompanying documentation.
 - The accompanying documentation may include:
 - The court order directing the jail to accept the discovery disk.
 - Any protective orders associated with the discovery.
 - Any instructions you have created for the defendant.
 - Contact Major Jack Vanchieri to schedule delivery of the discovery at:
 - Jack.Vanchieri@AlleghenyCounty.US
 - (412) 350-2432 – Work Phone
 - (412) 390-4416 – Mobile Phone

ACJ Delivery Details:

- Once approved, Jail IT will receive the flash drive in the lobby of the ACJ.
- No security clearances are needed to enter the lobby; any designated member of an attorney's office may deliver the flash drive.

Flash Drive Specifications:

- Only USB Type A flash drives will be accepted.

- Flash drives must be formatted using either NTFS or exFAT file system.
- All flash drives will be encrypted with Windows BitLocker by Commonwealth eDiscovery, LLC, a third-party organization, which will maintain a list of the passwords and recovery keys.
 - Only one flash drive per incarcerated individual is permitted. If additional/new discovery is produced and exceeds the original flash drive's capacity, counsel must transfer all content (old and new) to a larger capacity flash drive.

ACJ Access to Discovery:

- The ACJ will provide secure desktop computers on each housing pod for incarcerated individuals to review discovery.
- Incarcerated individuals will need to sign up for available sessions between 7:00 AM and 7:00 PM, one day in advance.
- The discovery desktops will be available seven days a week.
- Encrypted flash drives will remain in the ACJ custody and will be issued only during scheduled review times.

Return of C-Issued Flash Drives:

- All C-issued flash drives must be picked up and returned to:

Court Administration
436 Grant Street
Frick Building 3rd Floor
Pittsburgh, PA 15219

Please refer to the Electronic Discovery at the Allegheny County Jail for further clarification on ACJ procedures.

Thank you for your cooperation.

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Court Issued Flash Drive Form

REQUESTOR

Name of Court-Appointed Attorney:

Contact Info: Phone-

Email-

Docket Number or OTN:

Comm. Vs.

Assigned Judge:

(Please attach copy of Court Appointment Order and Order for Access to Flash Drive issued by Judge)

Date Requested:

☐ I understand that I am being issued flash drive for my client to view court related documents, and any other use of this flash drive is prohibited.

☐ I agree to comply with all policies and procedures as set forth by the Allegheny County Jail and Court Administration.

☐ I understand that it is my responsibility to transport my court issued flash drive to/from the Allegheny County Jail and return it on the date provided by Court Administration.

(for Court Administration use only)

Date Assigned:

Flash Drive ID #:

Expected Return date:

(If additional time is needed, please email KReitmeyer@alleghenycourts.us attaching the original approved form along with the reason and duration of the additional requested time.)