



UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK

**NOTICE TO THE BAR**

LAURA TAYLOR SWAIN  
*Chief Judge*

EDWARD FRIEDLAND  
*District Executive*

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Dated:  
June 1, 2026

Contact:  
[Maxime.Vales@usdoj.gov](mailto:Maxime.Vales@usdoj.gov)  
(646) 563-9815

***New U.S. Marshals Service Visitor Check-In Procedures***

The United States Marshals Service for the Southern District of New York (USMS) has advised the Court of new procedures for visitors meeting with prisoners in USMS space, including a pilot Digital Visitor Log Kiosk that will replace the current paper sign-in sheets. The USMS communication describing these procedures, along with step-by-step check-in and check-out guidelines, is attached. Please direct any questions regarding these procedures to the Assistant Chief Deputy U.S. Marshal Maxime Vales at (646) 563-9815 or [Maxime.Vales@usdoj.gov](mailto:Maxime.Vales@usdoj.gov).

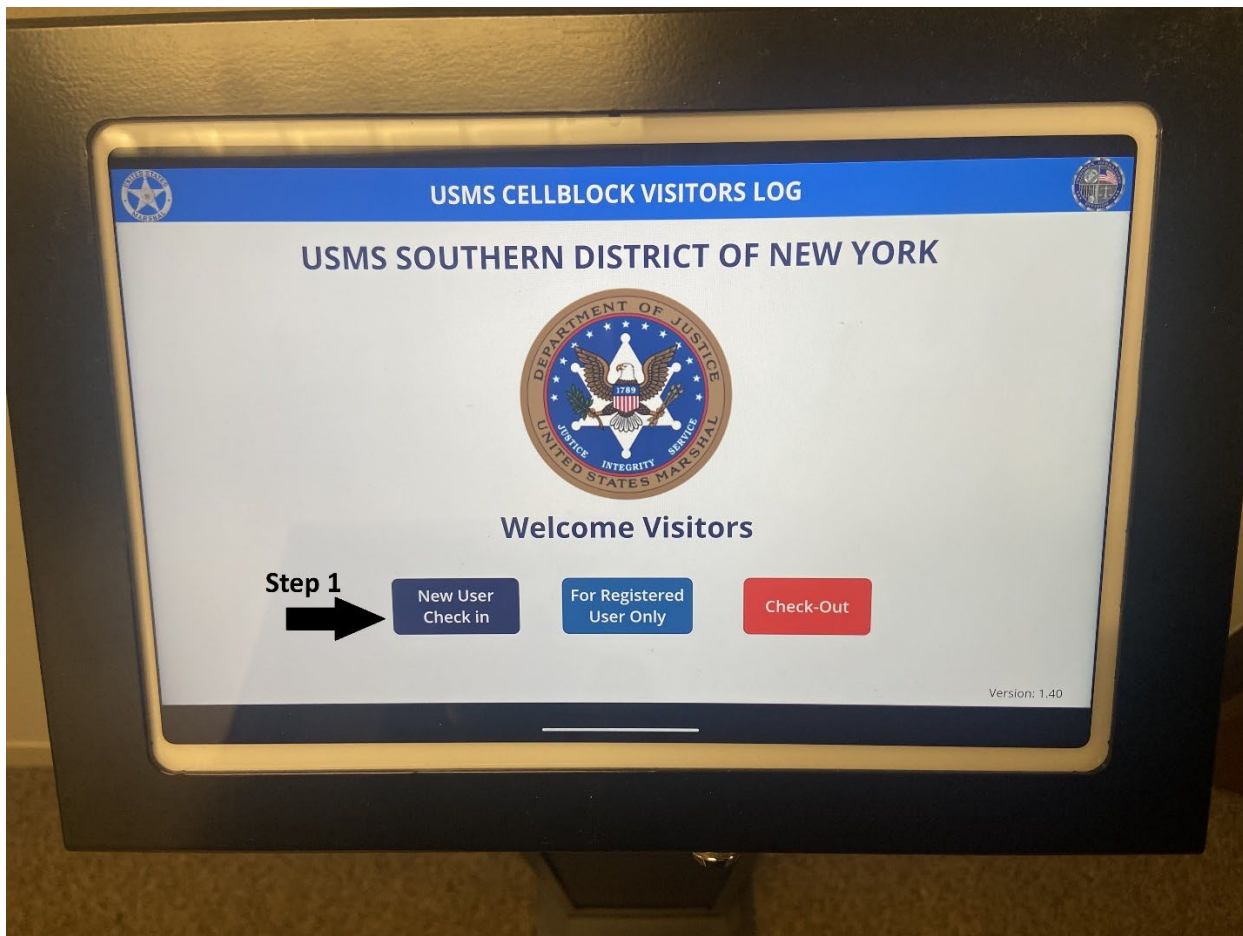
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This kiosk is located through the 4<sup>th</sup> floor wooded attorney room main entrance doors.

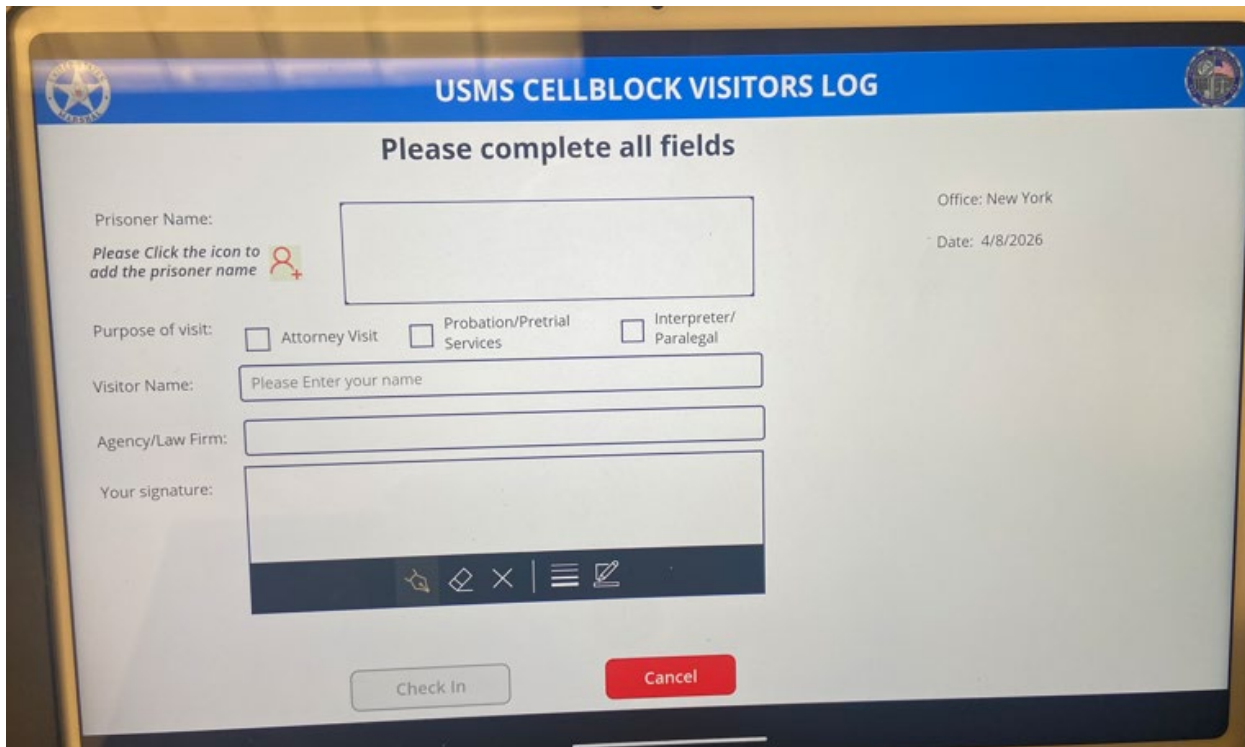
Please see below for the Step-by-Step Guidelines for the Check In and Check Out process.

## **Check In**

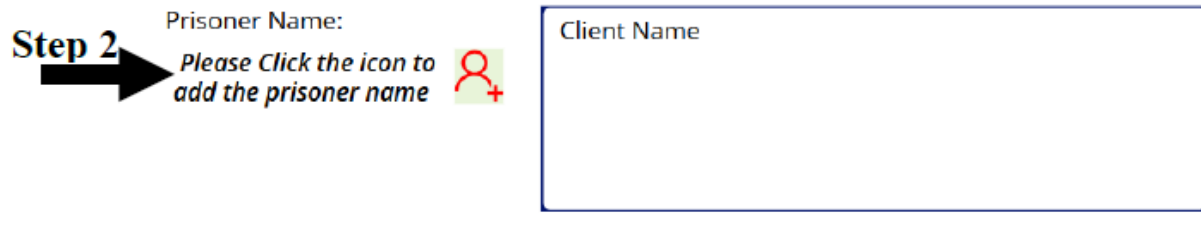
**Step 1:** Click the button labeled “New User Check In”



Once you selected “New User Check In” the following screen will appear



**Step 2:** Click the person icon to add the name of the prisoner(s) you are visiting.



**Step 3:** Enter the name of the prisoner you are visiting in the field.  
**(Prisoners should be added individually. Add multiple prisoners by repeating Steps 3 & 4)**

**Step 4:** Click the button labeled “Add”



**Step 5:** Click the checkbox that corresponds to “Purpose of Visit”.

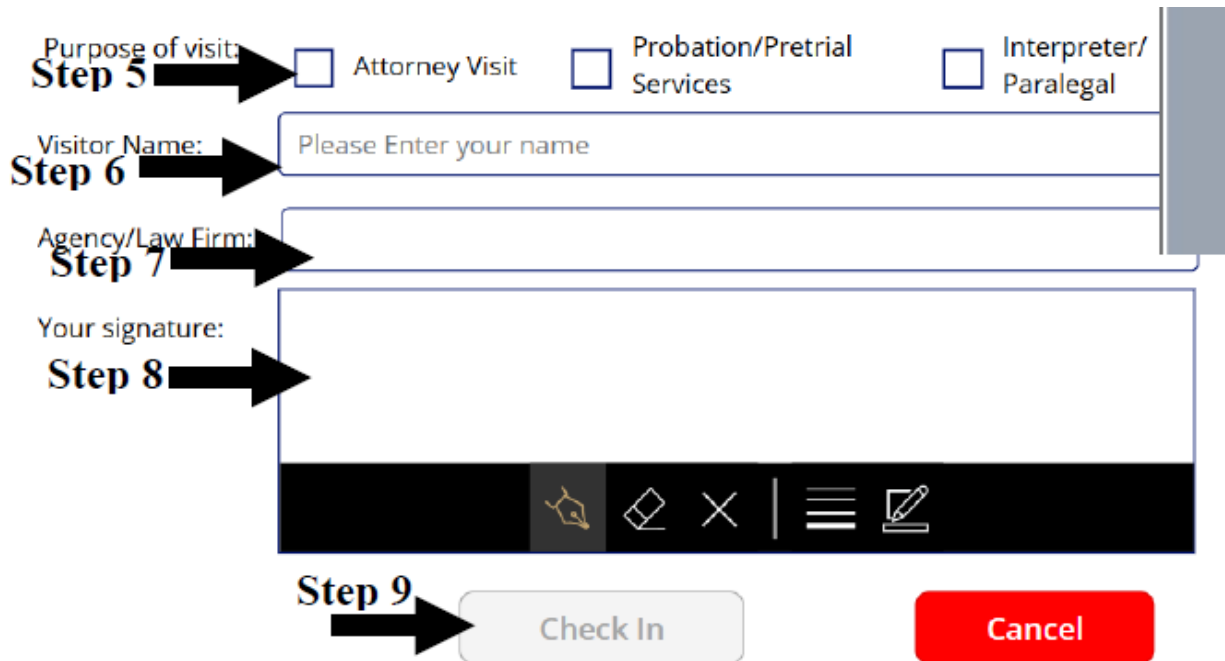
**Step 6:** Enter your name in the “Visitor Name” field.

**Step 7:** Enter your Agency/Law Firm” in the field.

**Step 8:** Draw your signature in the box on the screen.

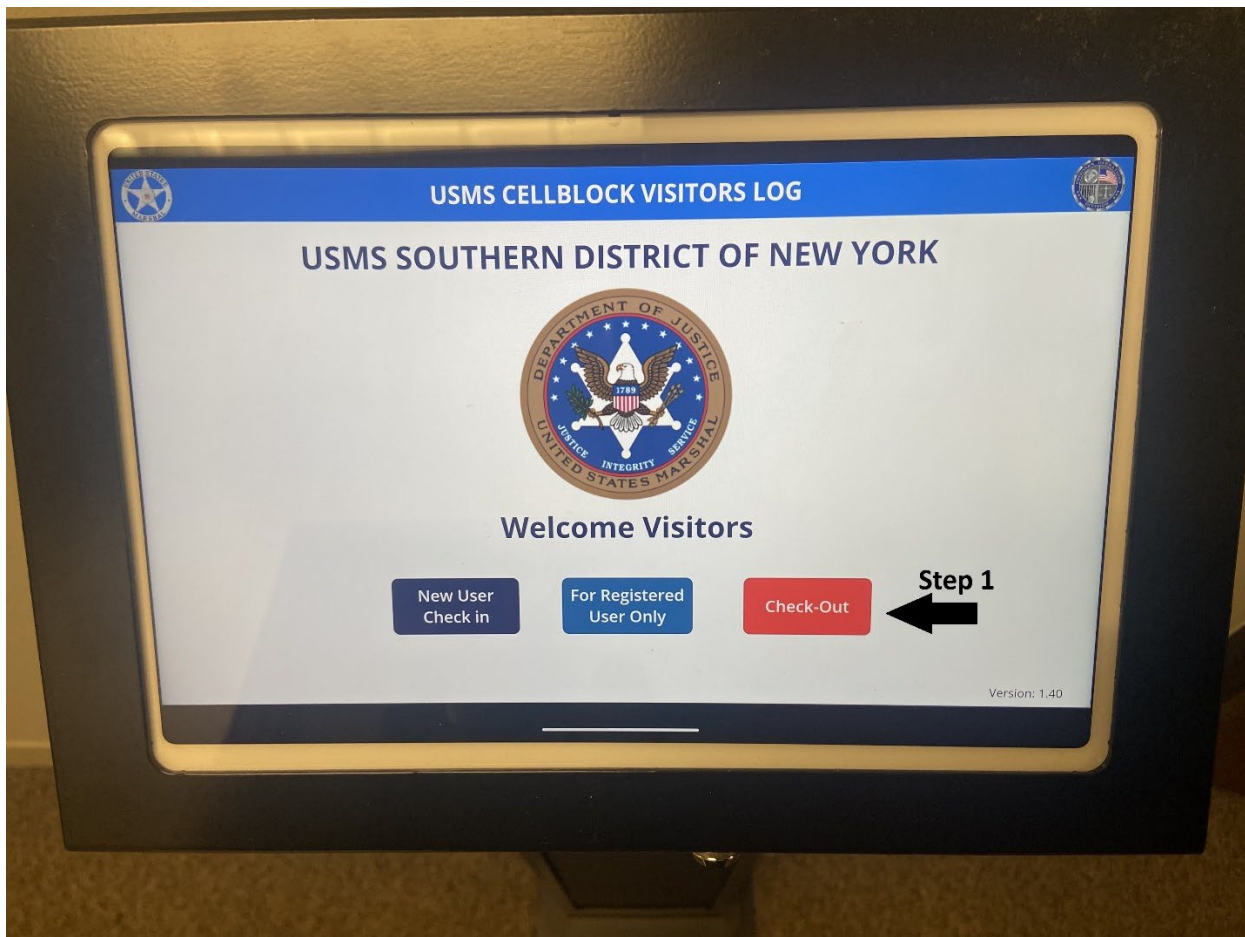
**Step 9:** Click the button labeled “Check In”

**(Button will be accessible when all fields are completed)**



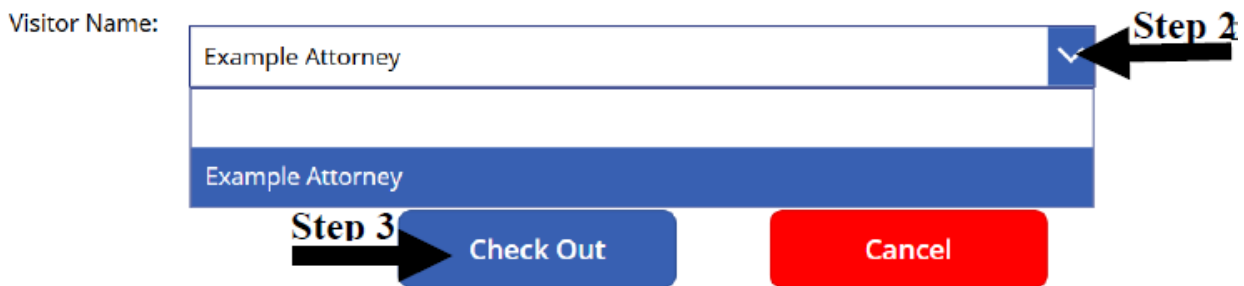
**Check Out**

**Step 1:** Click the button labeled “Check Out”



**Step 2:** Select your name from the “Visitor Name” dropdown.

**Step 3:** Click the button labeled “Check out”.



**For any visitor who would like to become a Register User for a speedier check-in, they must have their information stored in the system:**

- A Government ID or their Attorney Registration Card must be provided for verification.
- A photo of the visitor must be taken and will be retained in the system.
- The visitor will be assigned a unique register number that they will enter for future visits under “For Registered Users Only”.

- Once fully registered, the check in steps will be similar to the regular “Check In” process.

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