



**COUNTY OF ESSEX**  
**DEPARTMENT OF CORRECTIONS**  
**ESSEX COUNTY CORRECTIONAL FACILITY**  
354 Doremus Avenue – Newark, New Jersey 07105  
973-274-7800 --- 973-274-6193 (Fax)

**Attorney Instructions**

(Rev 2.24.14)

**ID & Access:**

Attorneys must present valid attorney identification or be pre-authorized by the Warden's office.

Attorney staff, i.e., translators, etc. must have prior approval from the Warden's office.

All special requests for approval of staff and or equipment should be faxed to the Warden's office at (973) 274-6911.

For more information please contact Kathy Coley, Assistant to the Warden (973) 274-7670.

**Attorney access is from 7 AM to 7 PM seven days a week.** (Must sign-in BEFORE 6:30 PM)  
There are brief periods during which access is restricted for administrative reasons.

***Access restrictions usually occur:***

9:45 AM – 10:30 AM,

12:45 PM- 3:00 PM,

5:45 PM – 6:30 PM

*Be advised, there may, from time to time, be circumstances where access is restricted without prior notice or as per schedule for administrative/security reasons. We apologize for any inconvenience.*

**What's allowed in the jail:**

- No metal objects (paper clips), no cell phones, no coats, keys, wallets, etc. All personal items must be secured in a locker which costs either \$0.50 or \$0.75 (quarters only, please bring exact change)
- Electronic equipment of any kind, i.e., laptop, Ipad, etc., must be approved in advance via the Warden's office. Otherwise, such equipment is not allowed in jail.

*Putting Essex County First*

ESSEX COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER