



Send Rule 39 mail to prisons

Start using the new digital service for sending legal and confidential access mail

The Ministry of Justice has developed a new service, Send legal mail to prisons, to help you send your legal and confidential access mail more securely. This service is now active, and you should use it when sending privileged or confidential access mail to HMP Leeds, HMP Risely, HMP Holme House, HMP Swaleside, and HMP Stocken.

After a short pilot to confirm the efficacy of our service, we plan to launch in all prisons in England and Wales in June. The service will unify and simplify the process of sending legal and confidential access mail to all prisons, and will help stop legal privilege being exploited by criminals.

How the service works



1. **You will use your Criminal Justice Secure Mail (CJSM) email address to access the service.** If you do not have a CJSM account, you can apply: https://cjsm.justice.gov.uk/signup/how_to_apply.html



2. **You will be able to create a secure, unique barcode for each item of mail.** This is then printed as a separate sheet or as part of a letter. This must be visible through the window of the envelope.



3. **Mailroom staff will scan each item and will be able to efficiently process it based on the sender information.**

How you can access the service

You can use the service following this link:

<https://send-legal-mail.prison.service.justice.gov.uk/start>

We recommend you save this somewhere you and your colleagues will be able to easily find it later. Please do not share this link outside of your organisation.

What you will need

- Access to a valid CJSM email account
- The name of the recipient of your mail
- The prison number or date of birth of the recipient
- The name of the prison where the recipient is located
- A printer
- A windowed envelope

The benefits of using the service



No need for cover letters, URNs, double envelopes, or Rule 39 stamps, reducing cost and admin



Fewer calls from mailrooms checking the legitimacy of mail



Standard processes for receiving mail across prisons



Legitimate mail is easier to identify, leading to less mail opened in error

Next steps

If you do not have a CJSM account and do not know how to get one, you can apply for one here: https://cjsm.justice.gov.uk/signup/how_to_apply.html

If you have any immediate questions or suggestions, or would like to take part in some further research with us, you can email the team at sendlegalmail@digital.justice.gov.uk