



## Information Sheet for Counsel Visits

This Information Sheet summarises the process for arranging Counsel visits with Detainees who are detained in the Detention Facilities ('DF') of the Kosovo Specialist Chambers located in the Dutch Prison in Scheveningen, PI Haaglanden ('Prison').

### General

Counsel and Co-Counsel will be approved for regular visits. Members of Counsel's team who are approved in accordance with the Directive on Counsel may accompany Counsel or Co-Counsel when visiting a Detainee.

Counsel visits are privileged. They are conducted within the sight, but not within the direct or indirect hearing, of Detention Officers.

Counsel visits and communications are regulated by the [Rules of Detention](#) and relevant practice directions and instructions, including:

- [Counsel Visits and Communications](#);
- [Instruction on Video Visits](#);
- [House Rules](#);
- [Security Requirements to Enter the Detention Facilities](#); and
- [Items and Substances Prohibited in the Detention Facilities](#).

### Arranging Visits

#### Contact

If you have a question about the visiting process, you may contact the Administrative Office of the Detention Management Unit ('Administrative Office') at: [visitors-DMU@scp-ks.org](mailto:visitors-DMU@scp-ks.org).

#### *Scheduling an in-person Counsel Visit*

Counsel visits are made by prior arrangement with the Chief Detention Officer as to time and duration. You may schedule a Counsel visit by contacting the Administrative Office. When scheduling an in-person visit, Counsel must inform the Administrative Office whether team members will also be attending the visit, the number of team members present, and their names. To ensure that the visit can be accommodated and promptly confirmed, Counsel is requested to contact the Administrative Office to request a visit no later than 16:30 the day before the intended visit.

#### *Video Visits*

Video visits are also available to provide Detainees with additional means of communicating with Counsel. The procedure for scheduling video visits with Counsel is similar to scheduling in-person Counsel visits, as outlined above.

#### *Visiting Days and Hours*

Counsel visits may take place between 9:00 and 16:45 from Monday to Friday.



If, due to the schedule of hearings before the Specialist Chambers, a Detainee is unable to meet with his or her Counsel during visiting hours to prepare the defence, the Chief Detention Officer may exceptionally authorize visits outside the regular hours, subject to specific arrangements.

### *Facilitating Schengen Visas*

Some Counsel may require a valid Schengen visa to enter the Netherlands. Questions about the visa process and entry into the Netherlands may be sent to the Head of the Defence Office as the point of contact for all Counsel at: [defencecoordination@scp-ks.org](mailto:defencecoordination@scp-ks.org).

## **Entry Requirements**

### *Security Checks*

To enter the DF and the Prison, Counsel and Counsel's team are required to comply with their security requirements. Generally, an entrant must:

- present a valid proof of identity, such as a passport or a national identification card;
- give his or her consent to be searched; and
- comply with all relevant security requirements.

Security procedures and searches will at all times be conducted in a manner that respects materials subject to Counsel-client privilege. More information on relevant security requirements is set out in [Security Requirements to Enter the Detention Facilities](#).

### *Prohibited Items and Substances*

Counsel cannot bring prohibited items or substances into the Prison or the DF, including mobile phones and removable drives (e.g., flash drives). A detailed list is set out in [Items and Substances Prohibited in the Detention Facilities](#).

### *Items for Preparing the Defence*

Detainees and their Counsel may bring into the Prison and the DF certain materials for preparing the defence, as provided in Detention Rule 26.

Counsel may normally bring a personal laptop computer to a visit and directly exchange paper documents with a Detainee during a visit. If Counsel wishes to bring media to a Detainee ('import') or receive media from a Detainee ('export') for preparation of the defence, Counsel must follow the procedures for import and export set out in the [House Rules](#). The items will be registered, and the Counsel-client privilege will be respected. Blank CDs or DVDs can also be imported in this way, as long as they are registered. For ease of reference, a chart listing what media is permitted for import and export will be provided to Counsel.

*\*This document is a high-level summary for informational purposes only. It is not a legal document. Counsel should consult the Rules of Detention and all relevant practice directions and instructions for a comprehensive understanding of the rules that govern Counsel visits ([www.scp-ks.org](http://www.scp-ks.org)).*