

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK
PRETRIAL SERVICES OFFICE**

Scott Kowal
CHIEF
Kenneth J. Rowan
DEPUTY CHIEF

NEW YORK OFFICE
500 PEARL STREET, ROOM 550
NEW YORK, NY 10007 PHONE:
212-805-4300



WHITE PLAINS OFFICE
US COURTHOUSE
300 QUARROPAS STREET ROOM
449
WHITE PLAINS, NY 10601
PHONE: 914-390-4140

NOTICE TO LOCATION MONITORING DEFENDANTS & ATTORNEYS

Please be advised that all defendants under home confinement seeking permission to leave their residence are required to do so formally at least **48 business hours** in advance. You may submit your request via e-mail nysptml_emunit@nyspt.uscourts.gov. You may confirm receipt by calling (212) 805-4354 or (212) 805-4323.

We will respond to your request during normal business hours. Requests received after 4:30pm will be responded to the following business day. All location monitoring officers are included in the above-noted email address, and therefore, it is NOT necessary to copy (cc) individual officers in the same e-mail.

In the event of a medical emergency during after-hours (weekends and federal holidays), you may use the same e-mail address to contact the designated after-hours duty officer or simply call **(212) 805-4399 to be connected to the duty officer. This number is only active from Friday at 5pm to Monday at 8am.**

ATTORNEYS: Leave requests for attorney-client meetings (and court appearances) must include the date, time, location and approximate duration of the meeting, as well as estimated travel time in each direction. Please allow us time to respond and refrain from making requests for Monday on a Friday.

CLIENTS: Leave requests related to employment, education, medical, social services and religious services must include detailed information about the event/appointment, i.e. name, address, telephone number, date, time, and estimated travel time. Additionally, you must provide verification of the visit within 24 hours (following business day).

Please do not submit any leave requests after 5pm, except in an emergency.

Note: All leave time is granted to you for a specific purpose and is not to be misused. In the event you do not attend your appointment, you must remain at home and notify your officer of the deviation from your schedule. Unless specified in the release order, this Office does not grant leave time for routine social activities (movies, dinners, birthday parties, walks, etc). However, this Office would consider a request involving a "once-in-a-lifetime" event such as a wedding, funeral, graduation ceremony, etc. of your immediate family member.

Thank you in advance for your cooperation.