



DEPARTMENT OF CORRECTIONS, REHABILITATION & REENTRY

Application User Guide

App: Legal Mail

Link: <https://legalmail.azcorrections.gov/>

About: Application that allows State Bar lawyers, Out-of-State lawyers, and Courts to make accounts and generate barcodes for inmate mail.

Support: For any question or concerns, reach out to legalmail@azadc.gov

Required to use the application:

- **For Arizona State Bar Members:**
 - You must be an active State Bar member with an email and password set up through the State Bar of Arizona.
- **For Out-of-State Lawyers and Courts:**
 - You must register for an account using the appropriate form on the login page.
 - Your account will be verified and approved or denied. This verification process is not instant and can take a few days, but you will be notified by email when your account is approved or denied.

How-To Guide:

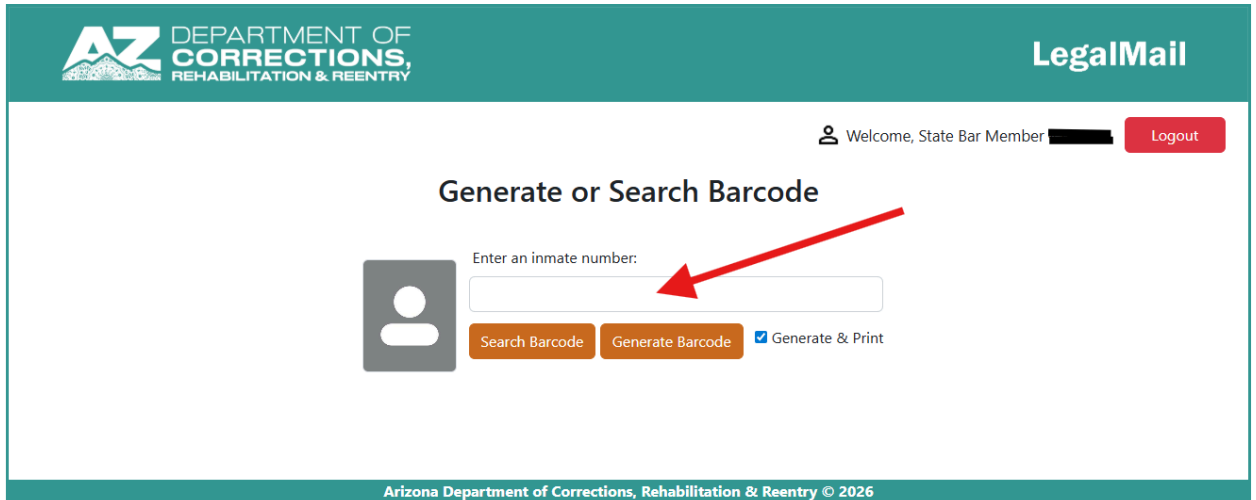
[Arizona State Bar Members]:

- **Logging in**
 1. Navigate to <https://legalmail.azcorrections.gov/>
 2. Click 'Active Member Login'

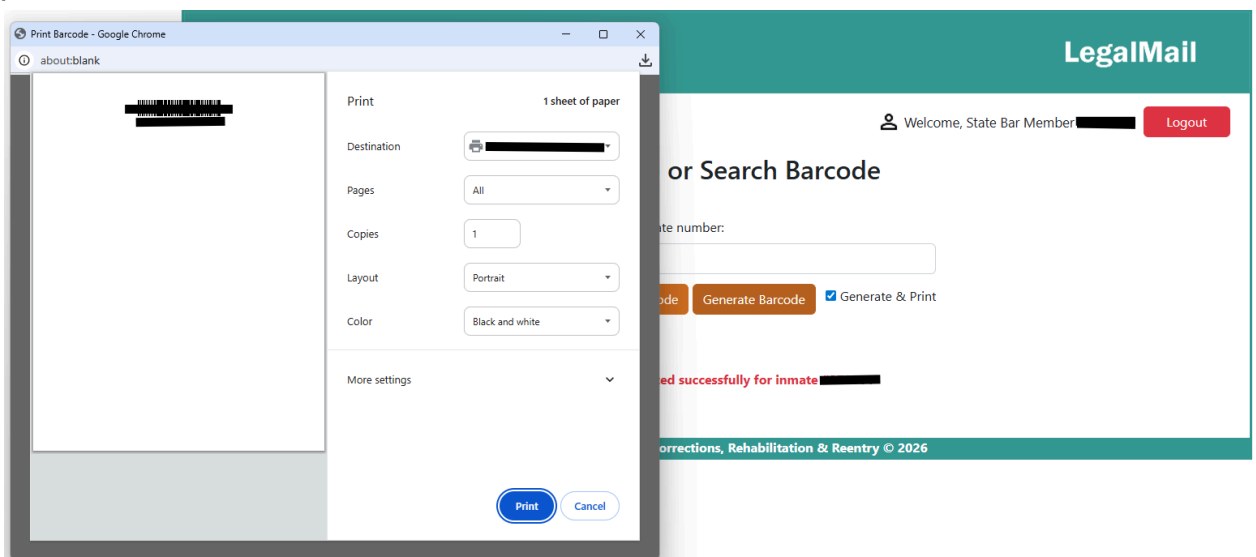
3. Login with your existing state bar credentials or create an account with them if you are an Arizona attorney. If you are an out-of-state lawyer, please see the Out-Of-State Lawyers & Court Personnel instructions below in this document.

- **Generating and Printing a Barcode**

1. Enter a valid inmate number. A valid inmate number is defined as an active inmate who is not under community supervision.



2. Generate a barcode for that inmate by clicking the generate barcode button
3. If the 'Generate & Print' checkbox is checked, the print popup will open up for you to print the barcode

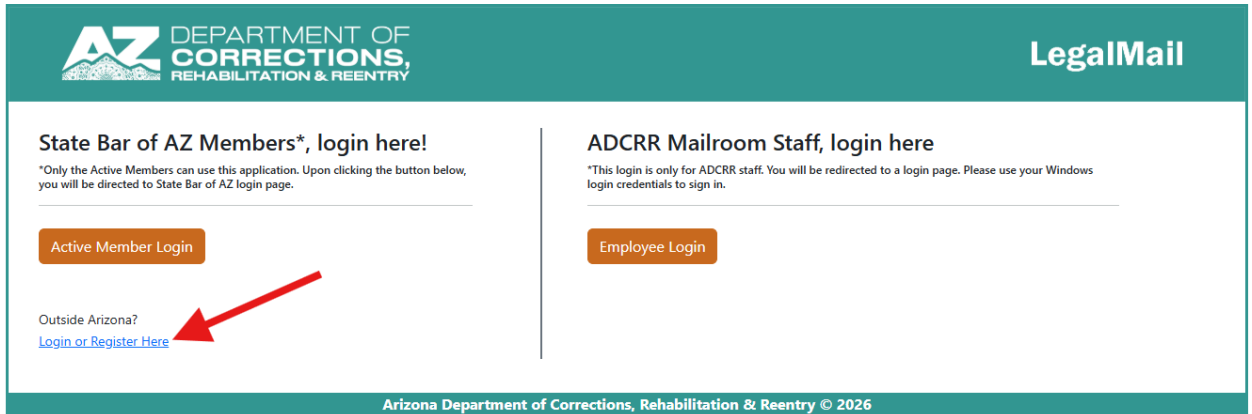


4. Unchecking that box will only generate a barcode but not print it right away. You can print it later, by searching for all barcodes for that inmate.

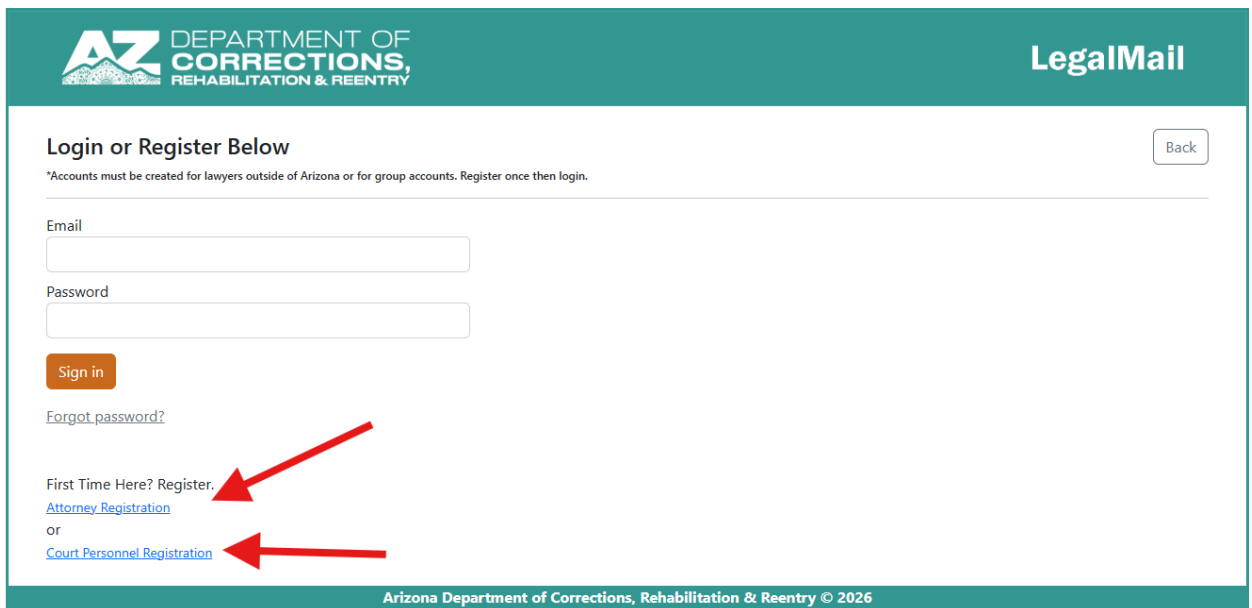
Note: Every barcode generated is for one-time use. Once it is scanned by our staff once, that barcode is no longer valid and can't be used.

[Out-of-State Lawyers & Court Personnel]:

- **Registering for an account**
 1. From the home page, click the link under 'Outside Arizona?' that says 'Login or Register Here'



2. On the Login page click either 'Attorney Registration' if you're an out of state attorney or 'Court Registration' if you are a court administrator, judge, or clerk of courts.



3. Fill out the form with all the required fields. Once submitted your account will be pending approval. You will receive an email when your account is approved/denied.

- **Creating/Resetting a Password**

1. Once your account is approved, you will receive an email asking you to create a password. Click that link and create one. You can also go to the login screen and click 'Forgot Password' to set one or reset it in the future.


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Login or Register Below Back

*Accounts must be created for lawyers outside of Arizona or for group accounts. Register once then login.

Email

Password

[Forgot password?](#) 

First Time Here? Register.
[Attorney Registration](#)
or
[Court Personnel Registration](#)

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- **Generating and Printing a Barcode**

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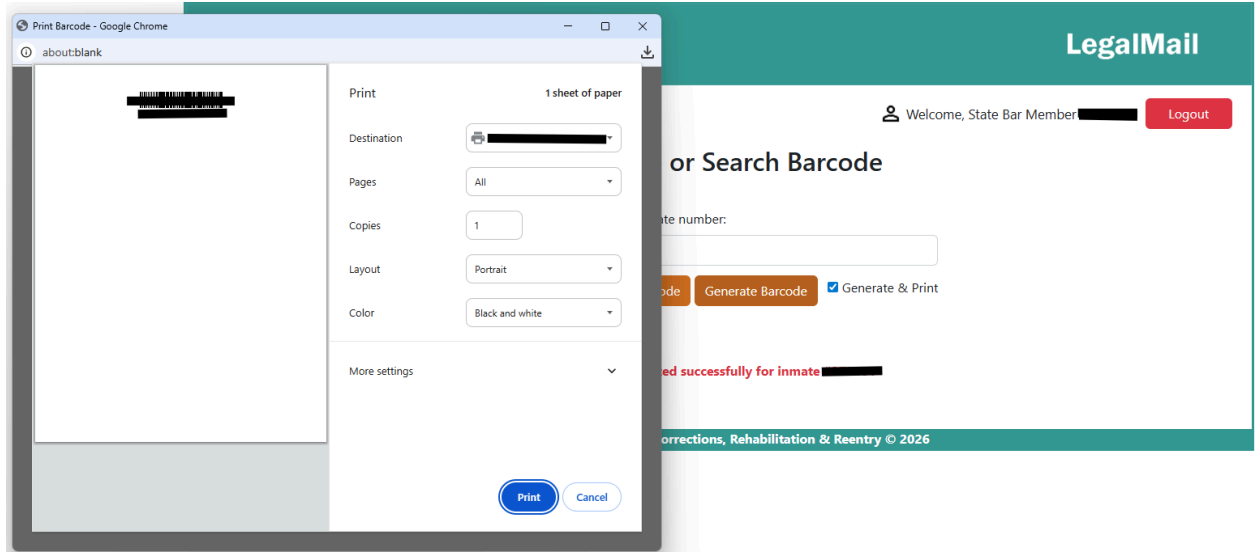
[Forgot password?](#) 

First Time Here? Register.
[Attorney Registration](#)
or
[Court Personnel Registration](#)

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- **Account Expiration**

1. Account approvals are only valid for 1 year. You will not be able to login once your account expires and it will have to be reapproved. No resubmission is required on your end. Your account will automatically be labeled back to pending status for our staff to reapprove. You will be notified by email when it is denied or re-approved and will be prompted to create a new password.