


## ***NOTICE OF CHANGE TO MAIL PROCEDURES***

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Effective 12/13/2022 personal mail will no longer be accepted by the Mini-Cassia Criminal Justice Center.

**All Personal Mail must be addressed in the following manner:**

Full Name	
Address	
City, State, Zip code	
Inmate Name and Securus ID#	
C/O Securus Digital Mail Center-Mini-Cassia	
PO BOX 969	
Lebanon, MO 65536	

Once the mail is received at the Securus Digital Mail Center it will be digitally scanned and available to be viewed on tablets and/or kiosks.

Failure to properly address the envelope may result in your mail being returned or delayed.

Pictures, drawings etc. will be accepted for scanning, and delivered in the same manner.

Anything that cannot be scanned will be returned to sender. This includes but is not limited to paper that exceeds 8.5x 11 inches and all non-paper items.


All packages and certified mail will be returned to sender.

Any person sending any personal mail that wishes to have it returned to them must include a self-addressed, stamped envelope included with the original mail.

**The following items must be mailed directly to the facility:**

- A. Legal Mail**
- B. Publications**-Directly sent in from a publisher, distributor, or authorized retailer (as described in the Inmate Handbook and facility procedure)

These must be addressed directly to the facility, as follows:

Full Name	
Address	
City, State, Zip Code	
Inmate Name and ID#	
Mini-Cassia Criminal Justice Center	
1415 Albion Ave.	
Burley, ID 83318	