



DC Jail Grievance Guide

Following all of these steps **protects your legal rights**. This process is long and hard, and your requests may not even be answered. But, it is important because prisoners must finish all steps before suing under federal law about prison conditions. If you stop before completing the entire process because you did not receive a response, did not have the proper form, or any other reason, the court may say that you have not “exhausted” your administrative remedies and throw out your case. Don’t take that chance. **Finish the process.**

Be persistent. Follow directions. If you get a response that asks you to submit your paperwork again, attach a staff memo, or add additional copies, do it. Don’t ever give up. Start with Step 1 right away by filing an informal resolution as soon as possible. **Then continue with all the appeals.** Make sure you follow the next step even if you never got a response to the last thing you submitted. If you are late filing your grievance or appeal, turn it in anyway and explain why you are late.

1) Fill out Informal Resolution Form

15 days

2) Fill out Grievance Form using IGP Form 1 Grievance

STEP 1 – INFORMAL RESOLUTION

- Request the **Inmate Complaint – Informal Resolution Form**.
- Place the form in the Grievance box.
- You should receive a response in **15 days**. A staff member should meet with you for an Informal Resolution Meeting

STEP 2 - GRIEVANCE

If you get a response (to the Informal Resolution) and you disagree with it or it does fix your problem:

- File a grievance (**IGP Form 1 Grievance**) within **5 days** of getting a response to the Informal Resolution. Place in the Grievance Box.
 - You can get a form from any staff member assigned to your housing unit or in the law library
 - If you cannot get a form, use regular paper and write:

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**3) Appeal by filling out
IGP Form 2 Appeal –
Deputy Director**

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**Use blank paper if you cannot get
a form**

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**Use blank paper if you cannot get a
form**

- Name of institution/correctional center where you are housed
- The complaint or grievance, date it happened, and what you want
- Your signature and the date

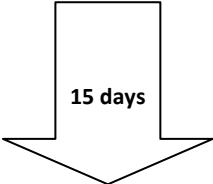
Then you should receive a response to your grievance within **15 days** of your submission.

OR

**File a grievance even if
you never received a
response!**

If you did not get a response to the Informal Resolution after 15 days:

- You then have **5 more days** to file a grievance (**IGP Form 1 Grievance**). Put it in the Grievance Box.
 - You can get a form from any staff member assigned to your housing unit or in the law library
 - If you cannot get a form, use regular paper and write:
 - Name of institution/correctional center where you are housed
 - The complaint or grievance, date it happened, and what you want
 - Your signature and the date



Then you should receive a response to your grievance within **15 days** of your submission, unless otherwise noted.

submit your appeal on regular paper.

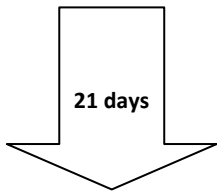
Then the Deputy Director should respond to you within **21 days** of when you submitted the appeal

STEP 3 –
DEPUTY
DIRECTOR
APPEAL

If you get a response (to the Grievance) and you disagree with it or it does not fix your problem:

File an appeal even if you never received a response!

- File an appeal
 - File within **5 days** after you get the response
 - Use **IGP Form 3 Appeal – Deputy Director**
 - Include a copy of the original grievance and the Warden's response and any other supporting documents. You can



4) File a Final Appeal using IGP Form 3 Appeal Director

Use blank paper if you cannot get a form

OR

If you did not get a response to the Grievance after 15 days

- You then have **5 more days** to file an appeal
 - Use **IGP Form 2 Appeal – Deputy Director**
 - You need to include a copy of the original grievance and any other supporting documents. **You should also**

say you never got a response . You can submit your appeal on regular paper.

STEP 4 – DIRECTOR APPEAL

If you get a response (to the IGP Form 2 – Deputy Director) and you disagree with it or it does not fix your problem:

- File an Appeal
 - You must submit this appeal within **5 days** from receiving your appeal response
 - Use **IGP Form 3 Appeal Director**, submit it along with the original grievance form and all the responses you received. If you cannot get the form, use regular paper.

Then the Deputy Director should respond to you within **21 days** of when you submitted the appeal.

Then, the Director should respond to your appeal within **(21) days** of receiving it.

OR

If you did not get a response from the Deputy Director after 21 days,

You then have **5 days** to file a **Final Appeal**.

- Use **IGP Form 3 Appeal Director**, submit it along with the original grievance form and any responses you received. **You should also say you never got a response.** If you cannot get the form, use regular paper.
- **Then**, the Director should respond to your appeal within **(21) days** of receiving it

Congratulations! This process is now complete and you have preserved your right to file in court.

This guide was created by the D.C. Prisoners' Project of the Washington Lawyers' Committee for Civil Rights and Urban Affairs in June 2011. It is not intended to replace the advice of an attorney. It is not legal advice and does not create an attorney client relationship. You are responsible for meeting all necessary deadlines and requirements.

