

EXHAUSTING YOUR ADMINISTRATIVE REMEDIES

STEP 1 - FILE A REQUEST FOR ADMINISTRATIVE REMEDY (ARP) WITH THE WARDEN

Prior to filing a lawsuit, you must exhaust your administrative remedies. To begin this process, you must file an ARP with the Warden within 30 days of the date of the incident or within 30 days of the date you became aware of the incident.

Your request must include:

- The subject of your complaint
- The date the incident occurred or the date you had knowledge of the incident
- The names of any other individuals involved
- A brief description of the incident
- Steps taken to informally resolve the complaint
- The relief you are requesting

In order to avoid procedural dismissal, *do not*:

- Raise a complaint on behalf of a fellow prisoner
- Discuss more than one complaint in a single ARP
- Include unrelated or unnecessary information

STEP 2 - FILE AN APPEAL WITH THE COMMISSIONER OF CORRECTION

If you disagree with the Warden's decision, you must appeal to the Commissioner within 30 days from the date of the Warden's response. If the Warden does not respond, you must appeal within 30 days from the date the Warden's response is due. The Warden's response is due 30 days after you file your ARP.

- You must appeal to the Commissioner even if the Warden does not respond to your ARP; if the Warden does not respond, your ARP is considered denied
- You must appeal to the Commissioner even if the Warden finds your claim meritorious in whole or in part
- You must appeal to the Commissioner even if the incident is being investigated by the Internal Investigation Unit

Direct Your Appeal To:
Commissioner of Correction
6776 Reisterstown Road
Baltimore, Maryland 21215

STEP 3 - FILE AN APPEAL WITH THE INCARCERATED INDIVIDUAL GRIEVANCE OFFICE (IIGO)

If you disagree with the Commissioner's decision, you must appeal to the IIGO within 30 days from the date of the Commissioner's response. If the Commissioner does not respond, you must appeal within 30 days from the date the Commissioner's response is due. The Commissioner's response is due 30 days after you file your appeal to the Commissioner.

- You must appeal to the IIGO even if the Commissioner does not respond to your appeal; if the Commissioner does not respond, your appeal is considered denied
- You must appeal so that your grievance is *received* by the IIGO on or before the deadline
- You must appeal to the IIGO even if the Commissioner finds your claim meritorious in whole or in part

Direct Your Appeal To:
Incarcerated Individual Grievance Office
6776 Reisterstown Road, Suite 200A
Baltimore, Maryland 21215

QUESTIONS ABOUT EXHAUSTION? WRITE TO PRISM

PRISONER RIGHTS INFORMATION SYSTEM OF MARYLAND, INC.

P.O. BOX 929, CHESTERTOWN, MD 21620