

Grievance Preparation Template

Use the facility's official grievance form if one exists - most systems require it. This template helps you organize the information most grievance systems ask for, so your filing is complete and on time.

1. Your information

Name: [full name] ID #: [number] Housing unit: [unit] Date filed: [date]

2. What happened (facts only)

Date, time and place of the incident or problem: [when and where]. Describe what happened briefly and factually, without argument or insults: [2-4 sentences]. Staff or others involved: [names/titles if known].

Witnesses: [names].

3. Policy or rule involved (if known)

[Identify the policy, rule, handbook section or right you believe applies - optional but helpful.]

4. Informal steps already taken

[Who you spoke to, request slips submitted, dates and results.]

5. Remedy requested

[State clearly and specifically what you are asking for.]

Signature: _____ Date: _____

Deadline warning: most grievance systems require filing within a fixed number of days of the incident, and appeals within a fixed number of days of the decision. Check your handbook and keep a dated copy of everything.

This is a general-purpose template provided by PrisonerRights.org for convenience. It is NOT an official government form and it is not legal advice. Policies, required forms and deadlines vary by state, agency and facility - always check the rules of the specific facility or agency first, use the official form where one exists, and consider consulting a qualified attorney. Replace every [bracketed] item with your own information before sending, and keep a copy of everything you submit.