

Legal Mail Issue Checklist

A general checklist for documenting a problem with legal mail.

Facilities usually have special handling rules for legal mail. If you have a problem, this general checklist may help you document it.

- Note the date, sender or recipient, and what happened (delayed, opened, returned, refused).
 - Keep envelopes and any markings or notices.
 - Identify the facility's legal-mail rule and how it differs from regular mail.
 - Use the grievance process and keep copies of everything.
 - Record the names of staff involved and the dates.
-

Important: This is general information only and is not legal advice. It is not guaranteed to be accepted by any court, prison or agency. Always verify the current requirements with the facility, court, official agency, or qualified legal help before relying on it.