



APPEAL OF WARDEN'S DECISION TO WITHHOLD MAIL

This form shall be attached to the Managing Official's Response to an inmate's appeal of the Withholding Officer's Notice of Decision to Withhold Mail (DC Form 250-1a).

The managing official must respond within 5 working days after receiving your appeal. To appeal the managing official's response (or failure to respond) write an appeal within 5 days to the Commissioner by completing Part A below. Give your reason for the appeal and if you received one **enclose a copy of the managing official's response**.

SENTENCED INMATES	PRETRIAL INMATES
Commissioner Division of Correction 6776 Reisterstown Road Baltimore, Maryland 21215	Commissioner Division Pretrial and Detention Services 521 East Eager Street Baltimore, MD 21202

The Commissioner may affirm, reverse, or modify the managing official's decision within 5 working days after receiving your appeal. An inmate may appeal a decision by the Commissioner, Department of Corrections, or a designee to the Inmate Grievance Office which is required to be filed within 30 days of the date the Commissioner, Department of Corrections, or a designee response or was required to respond, but did not

Name

Inmate ID Number

Facility

PART A - REASON FOR APPEAL

DATE

SIGNATURE OF INMATE

PART B - COMMISSIONER'S RESPONSE

DATE

SIGNATURE OF Commissioner/Designee

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Instructions to Inmates:

1. Use a typewriter, black ink pen, or pencil.
2. Type or print the specifics for the appeal in the space provided in Part A. Use one form for each appeal. Be sure to include the date of the incident, the names of the people involved, and a description of the incident. Keep the specifics as brief as possible. If you need more space, attach another sheet.
3. Date and sign the appeal in the spaces provided in Part A.
4. Mail the appeal to the appropriate Commissioner.