ADMINISTRATIVE REMEDY CHECKLIST

Based on 28 CFR § 542 Subpart B and PS 1330.18

This checklist was developed by **Chappell Prison Consulting**
Contact **help@GetOutEarly.com** for assistance with this form

1. Sensitive Nature: Use BP-9 and mark "SENSITIVE" and file with Region.
2. DHO Appeal: Start with BP-10 and file with Region.
3. Control Unit Appeal: Start with BP-11 and file with Central.
4. Control Housing Status Appeal: Start with BP-11 and file with Central.
5. Decision originating from an office other than institution (e.g., DSCC): Start with BP-9 and file with that office.
   (appeal is by BP-11 filed with Central)

Any delay by staff, get memo from counselor explaining delay
Only one complaint per form (542.12(b)(2))
Only one continuation sheet allowed (542.14(b)(3) & 542.15(b)(3))
** EMERGENCY BP-9 MUST BE ANSWERED WITHIN 3 CALENDAR DAYS (542.18; PS 1330.18(12))

Copout filed? Y/N To whom? _____ Date: _____ Response: Y/N Date: _____

BP-8 INFORMAL RESOLUTION (not required for exceptions listed above)

Date received from counselor	Date submitted	Response from institution due: (If no response within 20 days of incident, go to BP-9 (542.14(a))

FORMAL SUBMISSION

BP-9 INSTITUTIONAL (Blue) (must be filed within 20 days of incident 542.14(a))

Date received from counselor	Date due	Date submitted	Response from institution due:

	2 copies of continuation page (542.14(c)(3))
	1 copy of each exhibit (542.14(c)(3)) and 1 copy of BP-8 advisable

APPEALS

BP-10 REGION (Yellow)

Date received from counselor	Date due	Date submitted	Response from Region due within 30 days:
	(20 days from denial of BP-9 (542.15(a))		(If no response, it is a denial. Go to BP-11 (542.18)

	1 copy of BP-9 attached including continuation page and warden's response (542.15(b)(1))
	3 copies of continuation page for BP-10 (542.15(b)(3))
	3 copies of any exhibits for BP-10 (542.15(b)(3))

BP-11 Central (Pink)

Date received from counselor	Date due	Date submitted	Response from Central due:
	(30 days from denial of BP-10 542.15(a))		(If no response, it is a denial. Remedies are exhausted 542.18)

	1 copy of BP-9 attached including continuation page and warden's response (542.15(b)(1))
	1 copy of BP-10 including continuation page/exhibits and Region's response (542.15(b)(1))
	4 copies of continuation page for BP-11 (542.15(b)(3))
	4 copies of exhibits for BP-11 (542.15(b)(3))

You're only required to follow these steps if the prison gives you the tools to do so.
If they block access to copies, forms, or mailing, document it. That's a due process violation, and courts have recognized it.

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