

Index as:	Revised: 8/1/96
Inmate	Revised: 10/04
Inmate Writ	Revised: 01/08
Writ	Reviewed: 08/10
	Reviewed: 08/14

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INMATE WRIT

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I. POLICY

- A. Corrections Division personnel shall maintain a system for issuing writs to inmates, in order to allow them access to the courts for the purpose of presenting any issue, including: challenging the legality of their confinement or conviction; seeking redress for illegal conditions or treatment; or pursuing remedies in connection with civil legal problems.

II. PROCEDURE- Request for Writ (Corrections Division Personnel)

- A. Inmates desiring a writ form shall submit their written request on an "Inmate Request Form" to any Corrections Division personnel.
  - 1. Corrections Division personnel receiving the written request shall issue a writ form to the requesting inmate without unnecessary delay, but no longer than three hours after the request is received.
- B. Inmates receiving writs shall be required to sign for them on the face of the "Inmate Request Form" they had submitted.
  - 1. Corrections Deputies shall then note the date, time, and place initials and identification number on "Inmate Request Forms"; after which the forms will be placed in inmates' 'A' files.
- C. Upon receipt of an unsealed and completed writ, the Corrections Deputy receiving the document shall immediately treat it as legal mail.

III. PROCEDURE (Inmate)

- A. Upon the receipt of a requested writ, the inmate enters all necessary information on the form as instructed on the document.
- B. Upon completion of the document, the inmate shall give the completed original to a Corrections Deputy.

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INMATE WRIT

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- C. Nothing in this procedure will restrict an inmate's legal right to file a writ with the courts or seek ANY other type of legal relief.

IV. PROCEDURE – Receipt of Writ (Corrections Deputy)

- A. Corrections Deputy will handle the writ as legal mail
  - 1. The Corrections Deputy will thumb through the pages to insure there is no contraband.
  - 2. The inmate will seal the writ in an envelope,
  - 3. The Corrections Deputy will initial the back of the envelope in front of the inmate.
  - 4. The Corrections Deputy will log the writ into the Legal Mail log including:
    - a. The date
    - b. The address to,
    - c. The address from and
    - d. The corrections Deputy's initial and ID number.
  - 5. The writ will then be sent out with the outgoing mail.

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