



## Disciplinary Appeal Instructions

### **Level I Appeal**

Within twenty-five (25) working days of completion of your hearing, you will receive a photocopy of your completed *Disciplinary Offense Report*, as well as any related documents. Once you receive your copies, if you wish to appeal you must submit your Level I Appeal to the Warden’s Office within fifteen (15) calendar days. Staff may not accept late appeals at the first level of appeal.

You must submit your appeal on the *Disciplinary Appeal* and the *Disciplinary Appeal Continuation*, if needed, which is available from your Hearings Officer or in your housing unit. Once you complete your appeal, you can send it through the Institutional Mail in a sealed envelope addressed:

**Attention: Warden  
Disciplinary Appeal**

### **Do Not Attach Any Other Forms With Your Appeal!**

All documents are available for review in VACORIS.

Your Level I Response should be completed within thirty (30) working days.

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### **Level II Appeal**

If you wish to Appeal, you must submit your Level II Appeal to the Inmate Discipline Unit within fifteen (15) calendar days after receipt of the Warden’s response. You must submit your appeal on the *Disciplinary Appeal Form*, and *Disciplinary Appeal Continuation*, when needed, which is available from your Hearings Officer or in your housing unit. You must mail your Level II Appeal to the following address:

**Inmate Discipline Unit  
Department Of Corrections  
P. O. Box 26963  
Richmond, Virginia 23261-6963**

### **Do Not Attach Any Other Forms With Your Appeal!**

All documents associated with the *Disciplinary Offense Report* are available for review in VACORIS.

Staff will not return any additional documents that you attach to your Level II Appeal to you.

Your Level II Response should be completed within sixty (60) calendar days.

