



Bellatorax Grievance Guide

How to File a Grievance in Florida (Chapter 33–103)

Step-by-Step Handbook for Inmates & Families

Prepared by Bellatora Tirado | Bellatorax Legal Empowerment Network

This guide simplifies the Florida grievance process (Chapter 33-103) for inmates and their families. It is informational only and not legal advice.

Part 1 – For Inmates (Inside the Facility)

Step 1: Know Your Rights

Under Chapter 33-103, inmates have the right to file grievances without retaliation.

Issues may include medical care, mail, property, classification, staff abuse, or disciplinary actions.

Step 2: Choose the Correct Type of Grievance

Type	Used For	Form	Time Limit
Informal Grievance	First step for most issues	DC6-236	Within 20 days of incident
Formal Grievance	Appeal or unresolved issue	DC1-303	Within 15 days of informal response
Direct Grievance	Emergency/sensitive or disciplinary appeal	DC1-303 (mark 'Direct')	Within 15 days of issue

Example: 'This is an informal grievance regarding lost property on 9/10/2025. I attempted resolution with Officer ____ with no success.'

Step 3: Filing the Grievance

1. Ask for the correct form from staff.
2. Write neatly in blue or black ink.
3. Include dates, facility, issue, and desired remedy.
4. Sign and date your form.
5. Submit in grievance box (informal) or mail (formal/direct).

Step 4: The Response Process

- Informal – staff must respond within 15 days.
- Formal – warden responds within 20 days.



- Appeal to Secretary – must be received within 15 days of warden's denial.
If no response, move to next level.

Step 5: Appeal to the Secretary

Mail DC1-303 marked 'Appeal to Secretary' with copies of prior forms to:
Office of the General Counsel / Bureau of Inmate Grievance Appeals
Florida Department of Corrections
501 South Calhoun Street, Tallahassee, FL 32399-2500

Part 2 – For Families (Outside Support)**Step 1: Your Role**

Families cannot file grievances for inmates but can support, document, and escalate issues.

Step 2: Keep a Paper Trail

Maintain copies of inmate letters, grievances, response dates, and any outside complaints.

Step 3: Contact Oversight Offices

If facing retaliation or neglect, contact:
Office of the Inspector General
Florida Department of Corrections
501 South Calhoun Street
Tallahassee, FL 32399-2500
Phone: (850) 488-9265

Step 4: Supporting Without Interfering

Encourage your loved one to follow all grievance steps. Avoid direct contact with facility staff named in the grievance.

Quick Tips

- ✓ File within time limits
- ✓ Be respectful and factual
- ✓ Keep copies of all documents
- ✓ Follow steps properly
- ✓ Track deadlines and responses



Example Timeline

Day	Action	Form
0–20	File informal grievance	DC6-236
+15	If denied, file formal grievance	DC1-303
+20	If denied or ignored, appeal to Secretary	DC1-303 (Appeal)

Personal Grievance Tracking Log (Fillable Section)

Use this space to track grievance submissions and responses.

Date Submitted	Type (Informal/Formal/Direct)	Issue / Summary	Response / Outcome
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Bellatorax exists to empower you with knowledge and strategy — to help you use the system’s own rules to protect your rights.

Visit www.Bellatorax.com for full toolkits and advanced guides.