

# ACLU of RI COMPLAINT FORM

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Name \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

**1. Summarize the event or the action that you consider a violation of your civil liberties. Include the dates, places, and the names of those who were directly involved. If you need more space please attach any additional pages. If you have supporting documents that would be helpful during the initial review of your complaint, we ask that you provide us copies of those documents (not originals, as we cannot return documents to you) along with this form. Send us copies of only the most relevant documents.**

**2. Please explain what you would like the RI ACLU to do for you.**

**3. Have you done anything on your own to try and solve the problem (such as filed an appeal, complained to the agency involved, written a public official, or contacted another organization)? If so, please provide the names of individuals or agencies contacted, dates contacted and any outcome.**

**4. Have you consulted with an attorney, or are you presently represented by one, regarding this matter?**

- Yes, Consulted
- Yes, Presently Represented
- No

**If yes, may we contact him/her for more information?**

- Yes
- No

**Please provide the name, address and phone number of the attorney:**

**5. All complaints received by the RI ACLU are kept confidential. However, in the process of reviewing your complaint, the information you give here may be disclosed to RI ACLU staff, legal advisors, and Board of Directors.**

**Where we deem it appropriate, do we have your permission to contact authorities or other appropriate persons regarding your complaint?**

- Yes
- No

**If yes, may we use your name?**

- Yes
- No

**Please sign and date this COMPLAINT FORM:**

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Your Signature

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Today's Date

**MAIL COMPLETED FORM TO:**

ACLU of Rhode Island  
128 Dorrance Street, Suite 400  
Providence, RI 02903

**YOU CAN ALSO FAX OR EMAIL FORM:**

Fax: (401) 831-7175  
Email: [info@riaclu.org](mailto:info@riaclu.org)

## **PLEASE READ THE FOLLOWING INFORMATION BEFORE FILLING OUT THE FORM:**

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**If you wish us to consider your complaint, fill out the form above and mail it to:**

ACLU of Rhode Island  
128 Dorrance Street, Ste 400  
Providence, RI 02903

You can also fax or email your complaint to us:

Fax: 401-831-7175

Email: [info@riaclu.org](mailto:info@riaclu.org)

The ACLU of RI relies solely on volunteer attorneys to do our legal work. We have no paid legal staff in our office. Therefore, **we do not consult or provide legal advice over the phone or in-person.**

**As a general rule, the complaint process takes between 4-6 weeks.**

If the ACLU of RI declines your case or needs more information, you will usually be informed within that timeframe by mail or phone. If it is an emergency, we will try to review the matter as soon as possible.

**Our resources are very limited, and we handle only a small number of cases.**

We are funded through private donations, and we do not receive any government money. Because of this, we cannot take every worthy case that comes our way.

**A decision that we cannot assist you is not necessarily a determination that you have no legal claims.**

You should instead feel free to consult with a private attorney who can review your complaint in greater detail. In addition, if we believe there are other agencies or organizations that may be able to assist you, we will provide you with their contact information.

**Although there are exceptions, examples of cases that the RI ACLU generally does not handle include:**

Criminal cases; cases occurring outside of Rhode Island; divorce, child custody or support cases; private employment disputes; civil disputes between private individuals. If you are unsure whether your complaint involves a matter that falls within our jurisdiction, you can call our office at (401) 831-7171 to make a brief inquiry.

**There is no charge for our legal services.**