



We invite you to use this form to share the facts of your case with our organization. The ACLU of Maine condones no violation of civil liberties. However, please know that, due to our small size, we are only able to accept a very small percentage of the cases that are submitted to us.

Your Name _____ Today's Date _____
Address _____ City _____ Zip _____
Home Phone _____ Work Phone (if OK to call) _____

*We strongly recommend that you not discuss your complaint with the news media while the ACLU is reviewing your complaint. (If we accept your case, your assigned attorney will speak to the press on your behalf.) **Take time to answer questions fully.** Use extra paper if necessary.*

1. List all the parties involved in your complaint. **It is important that you take time to do this.** For example: Myself, Jane Doe. My witness, Ann Doe. Anytown Police Officer John Smith. Anytown Police Chief Richard Brown.

2. Describe in your own words what happened to you, including dates, places, and who did what. Enclose copies of documents relevant to your complaint. **We cannot return documents to you.** Use extra paper or back of this paper if necessary.

3. Were you given any explanation for what happened? If so, what was the explanation? Why do you think this happened to you?

4. Have you done anything on your own to try and solve the problem (for example, filed an appeal, complained to the agency involved, written to a public official)? If so, what was the result?

5. What do you want the ACLU to do for you? Please be specific.

6. Have you already gone to another agency for help? If so, what was the agency? Is the agency assisting you? If not, what was the reason given?

If you are willing to have us call the agency to discuss your complaint, you must sign the following statement: I authorize an agent of the American Civil Liberties Union to discuss my complaint with any agency from which I have sought assistance in the matter described in Question 2 above.

Signature Date

7. Have you consulted an attorney about this matter? Consulted___ Hired___

Name of attorney_____. **If you wish to contact the attorney for more information, you must sign the following statement:** I authorize an agent of the American Civil Liberties Union to discuss my complaint with any attorney whom I have consulted in the matter described in Question 2 above.

Signature Date

Return to: ACLU of Maine
121 Middle Street, Suite 200
Portland, Maine 04101