

ACLU-TN Printable Complaint Form

To request assistance from ACLU-TN or report an incident to ACLU-TN, you may complete the form below. We must have all the information requested in order to be able to verify your complaint. Please complete the form and mail to:

**ACLU-TN
Attn: Intake
P. O. Box 120160
Nashville, TN 37212**

We will respond to your complaint in writing in 3-5 weeks.

Important Note About Deadlines

All legal claims have time deadlines. The deadlines may be different depending on who violated your rights and depending on what rights were violated. For some kinds of violations, you may need to file a claim with a government agency before you can sue, and these agencies usually have their own time deadlines. Many of these deadlines are very short. ACLU-TN cannot give you advice about the deadlines that apply to your case. To protect your rights, please consult with an attorney promptly to find out what deadlines apply in your case.

Contact Information of Individual Requesting Assistance:

Name: _____

Address: _____

City, State, Zip: _____

Work or Cell Phone: _____ **Home Phone:** _____

Email Address: _____

If ACLU-TN needs more information from me about my complaint, my preferred method of contact is:

U. S. Mail Work or Cell Phone Home Phone Email

If we need to call you, can we say that the ACLU is calling? Yes No

Specifics of Your Complaint:

Location of Incident(s) Leading to Your Complaint (City, County and State):

Date(s) of Incident(s) Leading to Your Complaint:

Description of Complaint:

(Please be brief, but specific. We do not need a multi-year history of events leading up to your complaint, but we do need a detailed explanation regarding your current situation.)



(cont. on 2nd page)

ACLU-TN Printable Complaint Form (cont.)

(description of complaint cont.) _____

Do you have any additional documentation to support your claim? Yes No
If you have any additional documentation, please describe. (Please do not send us these documents. We will contact you if we need to see them.)

Have you discussed the situation with a private attorney? Yes No

If you have discussed the situation with a private attorney, please provide us with the attorney's name and contact information:

Are you currently represented by this attorney? Yes No

What exactly would you like ACLU-TN to do for you?

I hereby certify that I have read the information contained in this complaint form and that all the information I have given is accurate and complete to the best of my knowledge. I understand that by receiving my complaint, ACLU-TN is not undertaking legal representation of me, and that ACLU-TN is not responsible for meeting any legal deadlines involved in my case.

Signed: _____

Printed Name: _____

Date: _____

