

AMERICAN CIVIL LIBERTIES UNION OF SOUTH CAROLINA
ACLU, South Carolina Office
PO Box 20998
Charleston, SC 29403-6322
COMPLAINT FORM

Date _____

Name _____ Phone _____

Address _____

* The ACLU South Carolina Office is a non-profit, membership organization with no support from the government. While we are one of the smallest affiliates in the nation, we have been able to defend civil liberties with remarkable results. Please be advised that our assessment process is multi-tiered, and although we make every attempt to expedite all complaints, our limited resources make it impossible to immediately process every complaint we receive. As there may be deadlines relevant to your complaint, please do not wait for our response to pursue any other legal avenues available to you.

1. Describe, in your own words, what happened to you, including dates, places, and the names of people directly involved. (Use back of sheet if you need more space.) PLEASE DO NOT SEND ANY DOCUMENTS TO SUPPORT YOUR COMPLAINT. IF WE DECIDE TO INVESTIGATE THE COMPLAINT FURTHER WE WILL ASK FOR THEM AT THAT TIME.

2. Were you given any explanation for what happened? If so, what was it? Who provided this explanation?

3. What do you think happened to you? Were there any witnesses? If so, what are their names?

4. Have you done anything on your own to try to solve the problem (filed an appeal, complained to the agency involved, written a public official, other)? What happened?

5. Have you already gone to another agency with this complaint? If so, what was the agency and where does the matter stand now?

6. Have you consulted an attorney on this matter? If so, can we get in touch with him/her for more information?

Name and Address of attorney consulted: _____

7. What would you like the ACLU South Carolina Office to do for you?

8. Do you give us your specific permission to investigate this matter? _____ YES _____ NO

If, yes please sign your name: _____

THANK YOU FOR CONTACTING THE ACLU SOUTH CAROLINA OFFICE

Please return this form to the address above

OR you may file this form electronically at <http://www.aclusouthcarolina.org>

* We cannot return documents submitted with this complaint form.