



AMERICAN CIVIL LIBERTIES UNION
FOUNDATION

Arizona

ACLU of Arizona Complaint Form

Mail To:
ACLU of Arizona
Attn: Intake Screening
PO Box 17148
Phoenix, AZ 85011-0148

Website: acluaz.org
File Online: <https://www.acluaz.org/en/about/ask-help>

IF YOU ARE A PRISONER OR DETAINEE who has a complaint about the conditions in prison or in detention, you must complete all grievance procedures before contacting us. Please give us a complete set of copies, **not** originals, of grievances you filed and any decisions. Include your ADOC or Prisoner/Detainee Identification number.

ASK FOR HELP

READ THIS PAGE BEFORE YOU ASK FOR HELP.

The ACLU of Arizona receives hundreds of requests for help from people each month, and we are only able to help a few.

See our **Resources page** at <https://www.acluaz.org/en/about/additional-resources> for other organizations that may be able to help you.

ALL complaints must be in writing, either on our online complaint form or sent through the mail. We will not take complaints over the phone, in email, or in person.

If you submit a complaint form, it does not mean that the ACLU of Arizona has agreed to help you.

We will not give legal advice over the phone, in email, or in person.

It may take up to **8 weeks or more** to look at your complaint and send you a letter. We will not take calls about your complaint. We will contact you if we need more information.

The ACLU of Arizona will not provide immediate or emergency services. If you have a deadline or court date coming up, find legal assistance elsewhere. See our [Resources page](#).

WHAT WE DO:

The ACLU of Arizona usually takes cases against **government agencies** where law, policy, or practice affects constitutional rights - that is, civil liberties and civil rights. We want to make positive changes for a large or significant number of people who have the same, or a similar, issue.

What are "civil rights" and "civil liberties"?

Civil liberties and **civil rights** are personal rights and freedoms that are guaranteed in the Bill of Rights and the Constitution, including the basic rights to be free from unlawful discrimination based on race, sexual orientation, gender identity, disability, age, religion, etc.

Most of our work protecting civil rights and civil liberties is against government agencies and **not** private organizations or individuals.

SOME EXAMPLES OF THE CIVIL RIGHTS AND LIBERTIES WE PROTECT INCLUDE:

- **Freedom of Speech and Press**
- **Freedom of Religion**
- **Voting Rights**
- **Equal Protection**
- **Immigrants' Rights**
- **LGBTQ+ Rights**
- **Equality in Education**

PLEASE NOTE:

The ACLU of Arizona is not like legal aid. We do not provide general legal assistance to low-income individuals.

The ACLU of Arizona does not interfere with the work of other attorneys. If you have an attorney, the attorney should contact us.

Prisoners or detainees with a complaint about conditions **must follow all grievance procedures before contacting us.** Send us copies, NOT ORIGINALS, of grievance filings and decisions.

No Cost: If we can help you, we do not charge a fee.

TYPES OF CASES WHERE THE ACLU OF ARIZONA USUALLY DOES NOT HELP:

To find organizations and agencies that may be able to help you, visit our [Resources page](#).

- Factual disputes – where the two sides disagree (“*he said; she said*”) on what the facts are.
- Disputes with individuals or private organizations.
- Employment: The ACLU of Arizona usually does not help when employees are fired or treated unfairly at work, especially if the employer is a private company. We may be able to help LGBTQ persons who face discrimination at work.
- Family law/child custody/child support/divorce.
- Landlord-Tenant or Homeowner Association disputes.
- Denial of government benefits such as worker's compensation, unemployment, social security or food stamps.
- Complaints about judges, attorneys or probation officers.
- Criminal cases.
- Challenges to convictions or prison sentences.
- Cases that are too old (usually older than 2 years).
- Cases from outside Arizona: Find ACLU affiliates in other states at www.aclu.org.

TO ASK US FOR HELP:

I have read and understand the above information.

Fill out and submit the online complaint form.

It may take up to 8 weeks for us to respond.

If your situation is **time sensitive or urgent**, please see our Resources page for other organizations that may be able to help you.

DEADLINES (Statutes of Limitation): All legal claims have time deadlines. The ACLU of Arizona will not tell you which time deadlines apply to your situation. You may need to consult an attorney right away to find out what deadlines apply in your case.

The ACLU of Arizona generally does not accept or take on cases in the below list.

Go to our **Resources** page at <https://www.acluaz.org/en/about/additional-resources> for links to organizations in Arizona that may be able to help you with the issues listed below.

- Criminal defense
- Complaints about attorneys, judges or probation officers
- Challenge to conviction or prison sentence
- Family law, child custody, divorce
- Help with a deportation case or applications for a visa, green card, or citizenship
- Landlord/tenant, housing or homeowner association issues
- Employment dispute
- Factual dispute (2 sides disagree on what happened)
- Complaint against a private (non-government) individual or business
- Denial of government benefits
- Cases that are too old – usually older than 2 years
- Cases from outside of Arizona

If your complaint is not one of the above, or you believe your complaint involves a civil rights or civil liberties issue, you may submit the attached complaint form.



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MAIL TO: ACLU of ARIZONA

Attn: Intake Screening
PO Box 17148
Phoenix, AZ 85011-0148

IMPORTANT: Please TYPE or PRINT CLEARLY. You must sign and date this form where indicated.

IF YOU ARE A PRISONER OR DETAINEE who has a complaint concerning the conditions of your confinement or detention, you must exhaust all grievance procedures before contacting us. Please provide us with a complete set of copies, not originals, of grievance filing and decisions, and also include your ADOC or Prisoner/Detainee Identification number.

Sending us this form does not mean that the ACLU of Arizona will represent you or take any action.

It may take up to 8 weeks for the ACLU of Arizona to respond to you.

If you send us this form, you agree that the American Civil Liberties Union, its affiliates (including the ACLU of Arizona), or one of the ACLU's partners, may use this information, **without** your name, address, email or phone number. If we want to identify you, we will contact you first.

Sometimes we use your information for one or more of these reasons:

- (1) legislative testimony
- (2) law suit/litigation
- (3) contacting a city, state or federal agency
- (4) telling your story to the public, including the media.

We keep your name, address, telephone number, and email confidential unless you give us permission to use it or unless we are ordered to turn it over by a court (although we will attempt to prevent that).

PLEASE DO NOT ENCLOSE ANY ORIGINAL DOCUMENTS, RECORDINGS OR OTHER MATERIALS WHEN YOU RETURN THIS FORM.

We cannot return any materials that you send to us with this form.

1. COMPLAINANT INFORMATION

Name: _____

Prisoner/Detainee Identification Number: _____

Address: _____

Contact Phone Number(s): _____

Email Address: _____

AGE: Please select one

Under 18 ____

19-24 ____

25-34 ____

35-44 ____

45-54 ____

55-70 ____

71 and over ____

Prefer not to say ____

RACE: Check all that apply

White ____

Latino/Hispanic ____

African-American ____

Asian/Pacific Islander ____

Other _____

Prefer not to say ____

GENDER: _____

Prefer not to say ____

2. **MY COMPLAINT IS AGAINST THE FOLLOWING:** *(If complaint is against more than one person or agency, provide additional information on a separate page.)*

Name: _____

Address: _____

Government Agency: _____

Contact Phone Number(s): _____

May we contact this person? Yes ____ No ____

Date of Governmental Act giving rise to your complaint: _____

3. **WITNESS(ES) OR PERSON(S) WITH INFORMATION REGARDING YOUR COMPLAINT:**

(If more than one person, provide additional information on separate page.)

Name: _____

Address: _____

Contact Phone Number(s): _____

4. **ARE YOU REPRESENTED BY AN ATTORNEY?**

Yes ____ No ____

If yes, please provide the following information:

Attorney's Name: _____

Contact Phone Number(s): _____

Case Title: _____

Case Number: _____

Date of Filing: _____

Court with Jurisdiction: _____

Judge: _____

Status of Case: _____

4. COMPLETE DESCRIPTION OF COMPLAINT: On this or a separate sheet (please type or print clearly), describe **in detail, but keep to basic facts**, the events that led you to file this complaint. Please do not include any additional documentation with your complaint. If we need further information we will contact you.

5. PLEASE STATE CLEARLY WHAT YOU WOULD LIKE THE ACLU OF ARIZONA TO DO:

Print Name: _____

Signature: _____

Date: _____