



AMERICAN CIVIL LIBERTIES UNION OF KENTUCKY  
315 GUTHRIE STREET SUITE 300  
LOUISVILLE, KY 40202-3820  
T 502-581-1181 | F 844-274-0570  
WWW.ACLU-KY.ORG

## Instructions for Legal Assistance Request Form

Thank you for contacting the ACLU of Kentucky. Once you return this complaint form to our office, we will review your information to determine if your complaint fits within our mission and if we have the resources to help you. Please be aware that this process can take six to eight weeks.

The ACLU of Kentucky offers legal assistance for cases involving civil liberties violations in which government is involved.

The ACLU of Kentucky does not handle:

- disputes between private parties, including private employment disputes;
- domestic disputes, or
- child custody matters.

Due to limited resources, the ACLU of Kentucky cannot take all cases offered to us, even some concerning real injustices. If we do not take your complaint, this does not necessarily mean that you do not have a valid constitutional concern. Because we are a small organization with limited resources, we often have to make difficult decisions when choosing the types of issues that we can adequately address.

In order to expedite our intake process, do not attach any additional documentation to the complaint form. We cannot return any documents that you choose to send to us.

Please note that by filling out this request for assistance, the ACLU of Kentucky is **not** undertaking your legal representation and is not responsible for meeting any statute of limitations restrictions in your case. If you believe you have a potential lawsuit, you should consult with an attorney immediately to ensure that you do not lose the right to bring a legal case due to any applicable time deadlines.

Please note that the ACLU of Kentucky does not provide emergency assistance or legal consultation.

This form should be mailed to:

ACLU of Kentucky  
315 Guthrie Street Suite 300  
Louisville, KY 40202-3820

# Legal Assistance Request Form, Page 1

Please print, complete, and mail this form to our office at:

ACLU of Kentucky  
315 Guthrie Street Suite 300  
Louisville, KY 40202-3820

## Complainant Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and ZIP: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## My complaint is against the following:

Name: \_\_\_\_\_

Agency/Government Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and ZIP: \_\_\_\_\_

Date of Act giving rise to this complaint: \_\_\_\_\_

**Are you currently represented by an attorney (circle one)? YES NO**

If YES, attorney's name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

**Has a criminal or civil lawsuit been filed against you or on your behalf (circle one)? YES NO**

If YES, case title and case number: \_\_\_\_\_

Date filed: \_\_\_\_\_

Court: \_\_\_\_\_

Judge: \_\_\_\_\_

Opposing Attorney: \_\_\_\_\_

Current status of case: \_\_\_\_\_



## Legal Assistance Request Form, Page 3

**Description of complaint, continued (PLEASE TYPE OR PRINT CLEARLY):**

What explanation, if any, was given to you for what happened?

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Why do you think this happened to you?

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What steps have you taken to solve this problem (for example, filed a complaint, talked to the agency involved, written a public official, and/or other steps)? To whom did you talk, and where does this matter stand now?

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What documentation do you have in this matter? (DO NOT SEND ADDITIONAL DOCUMENTATION. WE WILL ASK FOR MORE INFORMATION IF NEEDED.)

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Briefly describe the action you would like the ACLU of Kentucky to take on your behalf:

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**Are you willing to serve as a plaintiff in litigation if needed? YES NO**

Signature

Date