Request for Legal Assistance/Legal Intake Form

Your Name: _____________________________________________________________ Date: __________

Address: ________________________________________________________________________________ City: __________________

State: __________________ Zip : __________ Daytime Phone: ____________________________

State The Reason Why You Are Communicating With The NYCLU:
• To seek a referral: Yes___ No _____
• To obtain legal representation by the NYCLU: Yes ____ No _____
• To alert the NYCLU of a governmental practice or policy that is implicating a constitutional right: Yes____ No ___
• Other, please specify:____________________________________________________________________________

Location of incident: City _______________________________ County ________________ State_______

Date of Incident: __________________________

My complaint is against the following:

Name of Person or Agency: ______________________________________________________________

Address: _____________________________________________________________________________

City: ______________________________________ State: ________ Zip: ________ Phone: __________

Please provide a concise summary of the events that have prompted you to contact NYCLU.
If you need more space, please attach one additional page
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

If you are represented by an attorney please indicate his/her name, address, and telephone:
__________________________________________________________________________________________

By accepting this Request for Legal Assistance Form, the NYCLU is not undertaking legal representation of you and is not responsible for ensuring that any statute of limitations requirement or any other requirement or deadline is met in your matter. Please do not send documentation with your letter. If we need more information, we will contact you. In addition, please note that we do not communicate by electronic mail. Please send this form to: New York Civil Liberties Union, 125 Broad St., 19th Fl., New York, NY 10004. Telephone: 212-607-3300. Facsimile: 212-607-3329. Attention: Legal Intake Committee
The NYCLU is a public-interest law firm that principally addresses issues involving challenges to a government law, policy or practice affecting the constitutional rights -- that is, the civil liberties and civil rights -- of a significant number of people arising only in New York State. Almost all of our cases involve constitutional issues and because the United States Constitution and New York Constitution protect only against unlawful government action, we rarely take on disputes involving private companies.

Generally, the NYCLU only takes on issues that can affect a large number of people directly or involving a small number of people or an individual that could set a precedent that would impact a significant number or people. We are especially interested in issues that may break new ground in interpreting constitutional rights.

**Issues that the NYCLU Generally Does NOT Accept**

We do **not** generally take issues that involve:

- individual criminal defense;
- complaints about an individual’s attorney in a criminal case;
- claims of innocence by prisoners;
- individual employment disputes;
- disputes involving private companies;
- landlord-tenant disputes;
- obtaining green cards/visas for immigrants; and
- only monetary damages.