

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: _____

How Did You Hear About the NYCLU? _____

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: 212-607-332.

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.