



ACLU of New York

Request for Legal Assistance/Legal Intake Form

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code : \_\_\_\_\_

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

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If you are represented by an attorney please indicate their name, address, and telephone:

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***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. You can send this form to: New York Civil Liberties Union, Attention: Legal Intake Committee, 125 Broad St., 19<sup>th</sup> Fl., New York, NY 10004. Telephone: 212-607-3300. Facsimile: 212-607-332. Email: [legalintake@nyclu.org](mailto:legalintake@nyclu.org)***



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.