



NAACP Tri County Branch Legal Redress Committee

The legal redress committee is comprised of members of the NAACP Tri County Branch with support from local attorneys and citizens who are knowledgeable in many areas. Our purpose is to address discrimination in any form in an attempt to create reconciliation.

Although you may have contacted The NAACP Tri County Branch via email or by phone, your complaint is not considered to have been formally submitted until you fill out the required Legal Redress Form and filed it with the Tri County Branch.

Please attach with a copy of this complaint form a memo stating your concerns, including names, dates, contact information, and a description of the alleged wrong action. Submit this form and the attached description by bringing it to a meeting of the Tri-County Branch, or by mailing it to NAACP Tri County, Post Office Box 2110, Muscle Shoals, AL 35662. You may also give it to any officer of your local Branch, or to any member of the Legal Redress Committee. Please note that while we consider your complaint seriously, the submission of your complaint form does not automatically guarantee action on the part of the Tri County Branch.

If you desire, you may also submit your form to the NAACP National Legal Department. Your NAACP National Legal Department appreciates your complaint, however, due to the volume of complaints received by that office, the Legal Department may not be able to personally respond to each complaint it receives. Be advised that your complaint does not create an attorney-client relationship with the NAACP National Legal Department. Please also note that submission of a complaint does not mean that the NAACP National Legal Department has accepted your case.

Depending upon the type of complaint, it may be necessary for you to consult an attorney regarding your case as soon as possible because there may be certain **filing deadlines** that must be adhered to in order to file a case in court.

You may also wish to visit the NAACP resource page, which contains contact information for various Federal and State agencies, civil rights advocacy groups that may be able to assist you.

❖ The NAACP Tri County Branch may provide contact information, and/or assistance for concerned citizens with common, complaints, issues or questions, but we do not provide legal advice. For legal advice, you should consult an attorney. Please also remember that NAACP members are volunteers and may not always be available to schedule time to assist you at your convenience. If your matter is time sensitive, do not wait for the NAACP.

NAACP TRI COUNTY BRANCH 5063 LEGAL REDRESS COMPLAINT FORM

This form is not a legal document. It is to be used only to help formulate and collect information. Please follow the Complaint Form Instructions:

1. Type or Print clearly in dark ink
2. Complete entire form (incomplete or unclear forms will be returned)
3. Attach copies (not originals) of any documentation you may have that verifies your complaint.

Date: _____

Name of Person Filing Complaint: _____

Address: _____
(include City, State, Zip)

Telephone: (cell) _____ (home) _____

If it is ok for us to contact you at work, provide that number here: _____

Entity (Person, Organization, or Company) about whom you are complaining (note: If it is a law enforcement officer, include City or County, and Badge No./Car No.):

Date and Time of Incident (if there is more than one occurrence, please use additional space provided):

Location of Incident : _____

Please check statement(s) that applies:

___ Offender(s) did not conduct his or herself in a professional matter (resulting in violation civil right(s)).

___ Offender(s) communicated bias based upon race, gender, national origin, religion, sexual orientation or disability.

Other (Describe): _____

Please explain in your own words the particular description of the acts and conduct of offender(s) which gives rise to your complaint. Attach additional sheets if necessary.

Signature of Complainant (or parent/guardian if Complainant is under 18)

Witnesses to this incident (important) _____

Name/Contact Telephone: _____

Address: _____

Name/Contact Telephone: _____

Address: _____

Do not forget to do the following:

1. Make at least three copies: one for yourself, one to file with the Tri County Branch, and one to give to the reliable party (or parties) of your choice, i.e. your attorney or a witness.
2. File all papers on time (within 90 days of incident)
3. Sign your statement in front of reliable witness(s). (This may be done with a member of the NAACP.)

For further assistance, see the NAACP resource page: [http://www.naacp.org/legal/addresources/Legal Department](http://www.naacp.org/legal/addresources/LegalDepartment), or contact LegalDept@naacpnet.org

For additional local information, contact your Tri County Branch President or Legal Redress Chair.