



NAACP Tri County Branch Redress Committee

The NAACP Tri-County Branch Legal and Civil Redress committee is comprised of members of the Branch with support from local attorneys, community leaders, and other citizens who have the knowledge or expertise needed to effectively advocate for our complainants. Our purpose is to address discrimination in any form, resolve those issues, and achieve 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 filed until the required Legal Redress Form has been filled out, signed, and submitted to the Tri-County Branch.

If more space is needed, please attach with a copy of this complaint form information stating your concerns, including names, dates, contact information, and a description of the alleged wrongdoing. 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, or by contacting us electronically at NAACPTriCounty.org. You may also give your complaint to any officer of our 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.

You may also choose to submit your form to the NAACP National Legal Department. Given the volume of complaints received by the Legal Department, however, that office 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 **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 await action by the NAACP.

NAACP TRI-COUNTY BRANCH 5063 LEGAL REDRESS COMPLAINT FORM

This form is not a legal document. Its purpose is to assist the Branch in gathering information to make the decision whether to advocate on your behalf. Please follow the Complaint Form Instructions:

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

Date: _____

Name of Person(s) 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: _____

Email Address: _____

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. and/or Car No.):

Relief sought: _____

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) failed to exhibit a professional manner (resulting in violation civil right(s)).

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

_____ 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. Use the back of this page or attach additional pages if necessary.

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

Witnesses to this incident and relationship to Complainant: _____

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 a member of the NAACP.)

Complainant's signature shall indemnify and hold harmless NAACP, its officers, members, and/or agents to the greatest extent permitted by law from and against any claims, costs (including, without limitation, reasonable attorneys' fees and court costs), expenses, damages, liabilities, losses and/or judgments arising out of, or in connection with, any claim, demand or action made by any party if such are (or are alleged to be) a direct or indirect consequence of the provision of services.

For further assistance, see the NAACP resource page: <http://www.naacp.org/legal/addressources/LegalDepartment>, or contact LegalDept@naacpnet.org

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