



**LAWYERS' COMMITTEE FOR  
CIVIL RIGHTS  
U N D E R L A W**

1401 New York Ave., N.W., Suite 400, Washington, DC 20005

### Intake Questionnaire

Thank you for contacting the Lawyers' Committee for Civil Rights Under Law with your request for assistance. Please note, your submission of written request for assistance will not establish an attorney-client relationship. We receive an overwhelming number of requests and can only undertake representation in a very small number of cases that fall within the scope of our project areas. Due to the volume of complaints, the legal staff will not be able to respond personally to each complaint it receives. *The Lawyers' Committee does not represent you, and you remain responsible for any and all of your filing deadlines.*

The Lawyers' Committee for Civil Rights Under Law is a non-partisan, non-profit organization formed in 1963 to involve the private bar in providing legal services to address racial and ethnic discrimination. Our organization primarily restricts its litigation work to class action or policy litigation aimed at producing change affecting large numbers of people. We focus our litigation efforts in the following areas: 1) education; 2) environmental justice; 3) employment discrimination; 4) housing and lending discrimination; 5) voting rights; and 6) minority contracting.

Below are some other legal resources. These referrals are provided for your information. The Lawyers' Committee cannot make guarantees that any of the organizations listed will represent you and, if so, what they will charge for their services.

- **Trial Lawyers for Public Justice Database for Public Interest Advocates:** <http://www.tlpj.org/search.cfm>
- **Civil Rights Litigation Resource Center:** <http://www.crlrc.org/>
- **The American Bar Association's Find Legal Help**  
<http://www.abanet.org/legalservices/findlegalhelp/home.cfm>
- **FindLaw's State Bar of America listing:** <http://stu.findlaw.com/thebar/statebars.html>
- **Americans Civil Liberty Union:** <http://www.aclu.org/affiliates/>
- **NAACP:** <http://www.naACP.org/unitfinder/index.htm> ; (877) NAACP-98
- **National Employment Lawyers' Association:** <http://www.nela.org/NELA/>; 415-296-7629
- **U.S. Commission on Civil Rights: (file a complaint)** <http://www.usccr.gov/filing/flndx.htm>,  
(800) 552-6843

As stated above, due to the volume of complaints, the legal staff will NOT be able to respond personally to each complaint it receives. We wish you the best in obtaining a positive outcome in your matter.

*Please note, this response does not constitute the initiation of legal representation on our part, nor does it satisfy your legal requirements for filing a timely charge of discrimination. You remain responsible for all of your filing deadlines.*

**Contact Information**

Name:  
Address:  
City:  
State:  
Zip Code:  
Telephone Number: 1.)  
2.)  
Email Address:

**Complaint Information**

I believe I have suffered illegal discrimination in the following areas:

- Education
  - Special Ed
  - Discipline
  - Assignment to School
  - Assignment to Classroom
- Employment (please specify type below)
  - Hiring
  - Promotions
  - Disciplinary Procedures
  - Dismissal
- Environmental Justice
- Housing
  - Zoning
  - Planning
  - Redevelopment
- Minority Contracting
- Voting Rights
- Customer of a business (List name of business below)
 

\_\_\_\_\_
- Community Development

I believe I was discriminated against based upon my (check any that apply):

- Race
- Religion
- Gender/Sex
- National Origin
- Disability
- Age
- Ethnicity
- Pregnancy
- Sexual Harassment
- Other

Contact Information on Discriminating Company, Government Agency, Organization, or Person

Name:

Address:

Telephone: 1)  
2)

- Briefly describe the events you believe were discriminatory
- Date(s) of discriminatory event(s) or date of last discriminatory act
- Explain the steps you have taken to resolve the matter (filed with any agency, court or organization)?
- Do you have any pending deadlines? (explain what is due and the date)
- Do you have a lawyer?
- Have you been represented by a lawyer regarding this discrimination claim?
- Is there any special urgency to your situation? If so, then please explain.
- Do you know of any other person(s) who affected by the same type of discrimination? If so, what is the approximate number? With these people's consent, please provide their names and contact information.

Name:

Address:

City:

State:

Zip Code:

Telephone #: 1.)  
2.)

E-mail address:

Name:

Address:  
City:  
State:  
Zip Code:  
Telephone #: 1.)  
                  2.)  
E-mail address:

Name:  
Address:  
City:  
State:  
Zip Code:  
Telephone #: 1.)  
                  2.)  
E-mail address:

Thank you for filling out the Intake Questionnaire for the Lawyers' Committee for Civil Rights Under Law. All questionnaires will be treated confidentially.

**Please understand that the Lawyers' Committee receives many requests for assistance each day. Your submission does not mean the Lawyers' Committee has agreed to represent you. The information you provide is used to evaluate your request for assistance. You remain responsible for any deadlines.**