



*You can also fill out our
on-line complaint form at:*
www.aclunv.org/intake-information

HOW THE ACLU OF NEVADA ACCEPTS CASES

Thank you very much for contacting the American Civil Liberties Union of Nevada. The ACLU is unable to provide legal advice or assistance if we do not accept your case.

The ACLU of Nevada is committed to redressing violations of civil liberties. Unfortunately, our resources are limited, and we must concentrate those resources where they are most needed. We take cases that raise significant constitutional or civil liberties issues and which impact others in the same situation, and we take on very few cases each year.

We are unable to take the vast majority of cases, even those concerning real injustices. If your complaint is not pursued by our office, our decision does not mean that your complaint is without merit and should not dissuade you from pursuing all remedies available to you.

The ACLU generally accepts cases that affect the civil liberties of large numbers of people, rather than those involving a dispute between two parties. The basic questions we ask when reviewing a potential case are:

1. DOES THIS CASE RAISE SIGNIFICANT CIVIL LIBERTIES OR CIVIL RIGHTS ISSUES?

Civil liberties include freedom of speech, press, religion, and association; due process; equal protection; and privacy. Civil rights include, for example, voting rights; discrimination based on disability, race, sex, sexual orientation, religion or national origin, and police reform. Because of the nature of civil liberties claims, only rarely does the ACLU of Nevada take a case that does not involve the government.

2. WHAT EFFECT WILL THIS CASE HAVE ON PEOPLE OTHER THAN THE PARTIES INVOLVED?

Lawsuits can affect a large number of people in two ways. First, we sometimes challenge a policy or practice which directly impacts many people. Second, a lawsuit brought on behalf of one person can have a larger impact on others in the long run when it establishes or expands legal protections.

3. ARE THE FACTS OF THE CASE IN SUBSTANTIAL DISPUTE?

Generally, the ACLU takes cases that do not involve complicated disputes of fact, but prefers to take cases that involve questions of law only. Facts are considered to be in dispute whenever you have one version of what happened and the other party(s) has a different view.

The reasons we do not accept cases with factual disputes are: 1) Our limited resources (it is often expensive to prove a case which involves substantial factual disputes); 2) A court might never reach the civil liberties legal issue if it resolves the facts against the client; 3) The case is less likely to have a broad impact on others if the decision rests upon the specific facts of a case.

4. WHAT IS THE POTENTIAL IMPACT OF THE CASE?

Will the case set a civil liberties precedent? Will the case strengthen an existing but ignored precedent? What are the prospects of success and the risks of losing? How likely is the issue to recur? What educational opportunities does the case present?

TYPES OF CASES THE ACLU GENERALLY CANNOT ACCEPT INCLUDE:

- An individual was fired without a good reason or just cause
- An individual is being denied benefits such as worker's compensation or unemployment benefits.
- Landlord / tenant disputes.
- Criminal cases or complaints about a person's attorney in a criminal case.
- Private civil disputes including contractual matters.
- Domestic matters (divorce, child custody, wills, etc).

PLEASE CONSIDER THE ABOVE INFORMATION BEFORE FILING A COMPLAINT.

Even if your complaint falls within the above guidelines, filing a complaint does not guarantee that the ACLU of Nevada will provide legal assistance. We receive many requests for assistance each month, and there are simply many cases and problems of unfairness and injustice which the ACLU is unable to handle.

DEADLINES

Please be advised that there may be deadlines that affect your lawsuit or grievance. Unless and until the ACLU agrees to take your case, you are solely responsible for any and all statutes of limitations or other deadlines which might apply to your specific situation. To protect your rights, please consult with an attorney to find out what deadlines apply in your case and do not wait to hear from us before proceeding.

REFERRALS

The ACLU is not an attorney referral service. For a list of attorneys, or for information about organizations that assist low-income Nevadans with legal matters, you can consult:

Nevada Bar Association, Lawyer Referral Service:
Phone: 800-789-5747, Web:
www.nvbar.org/Iris/Iris.htm

Nevada Legal Services:
Phone: (775) 284-3491, Web: www.nlslaw.net/



PLEASE RETURN TO

ACLU OF NEVADA, 732 S. SIXTH ST.; STE 202A; LAS VEGAS, NV 89101

DO NOT ENCLOSE ANY ORIGINAL DOCUMENTS WITH THIS FORM

Because of the volume of requests we receive, we cannot return any materials that you submit to us with your intake questionnaire.

Unless and until the ACLU agrees to take your case, you are solely responsible for any and all statutes of limitation or other deadlines which may apply to your specific situation. To protect your rights, consult with an attorney to find out what deadlines apply in your case and do not wait to hear from us before proceeding.

DATE: _____

YOUR CONTACT INFORMATION:

FIRST NAME: _____ LAST NAME: _____
ADDRESS: _____ PHONE: (_____) _____

PHONE: (_____) _____
CITY: _____ STATE: _____ ZIP: _____
E-MAIL ADDRESS: _____

MY COMPLAINT IS AGAINST THE FOLLOWING:

TITLE: _____ FIRST NAME: _____ LAST NAME: _____
AGENCY: _____
ADDRESS: _____ PHONE: (_____) _____

PHONE: (_____) _____
CITY: _____ STATE: _____ ZIP: _____

DO YOU GIVE THE ACLU PERMISSION TO CONTACT THIS INDIVIDUAL OR ORGANIZATION? _____

PERMISSION TO CONTACT

- Where we deem it appropriate and helpful, do we have your permission to contact authorities or persons about this complaint? _____ Yes _____ No
- If so, may we use your name? _____ Yes _____ No
- Is there anyone you would ask us not to contact? _____ Yes _____ No
If so, who? _____

DETAILS OF COMPLAINT

Date of the situation giving rise to the complaint: _____

In which Nevada County did the incident take place? _____



American Civil Liberties Union of Nevada Intake Questionnaire

Please provide a brief factual account of the events that lead you to file this complaint, including dates, places and the names of the people directly involved.

What rights do you feel were violated?

Were you given any explanation for what happened? If so, what was the explanation?



American Civil Liberties Union of Nevada
Intake Questionnaire

What steps have you taken to complain/appeal/resolve this issue, including filing complaints with other organizations?

Please state clearly what you would like the ACLU of Nevada to do for you.

EVIDENCE AND SUPPORTING INFORMATION

Do you have materials to support your claims? _____ Yes _____ No

Do NOT include additional materials with this form. We will request materials from you if necessary.

Do you have witnesses to support your claims? _____ Yes _____ No

If so, please provide:

FIRST NAME: _____ LAST NAME: _____

ADDRESS: _____ PHONE: (_____) _____

_____ PHONE: (_____) _____

CITY: _____ STATE: _____ ZIP: _____

DO YOU GIVE THE ACLU PERMISSION TO CONTACT THIS INDIVIDUAL? _____

ATTORNEY

If you are represented by an attorney in this matter, please provide the following:

FIRST NAME: _____ LAST NAME: _____

ADDRESS: _____ PHONE: (_____) _____

_____ PHONE: (_____) _____

CITY: _____ STATE: _____ ZIP: _____

LAWSUITS

If a criminal or civil lawsuit has been filed against you or on your behalf, please provide the following:

DATE FILED: _____ CASE NUMBER: _____

CASE NAME: _____
