



ACLU of Alaska Foundation
 1057 W. Fireweed Lane, Suite 207
 Anchorage, Alaska 99503
 (907) 276-2258/ info@acluak.org
 www.acluak.org

INTAKE FORM

Thank you for contacting the ACLU of Alaska Foundation. Please read the enclosed “INTAKE INFORMATION” sheet, and if you feel like you have an issue that falls into those guidelines, **send us a letter or email detailing the issue.** (Be brief, but give details, such as the names of all people, companies, and/ or government agencies against whom you have a complaint.)

DO NOT ENCLOSE ANY ORIGINAL DOCUMENTS. Because we receive so many requests for assistance, we cannot return any materials you submit to us with this form. If we need more information we will contact you. We will respond as quickly as possible.

Even if ACLU of Alaska employee or volunteer has requested that you send a letter or email, it does not mean that we have decided to take your case. Sending a letter, email, or speaking with ACLU staff or volunteers does not mean that we are agreeing to be your lawyers. We will use this information to help us review the details of your case to decide whether we can provide assistance.

Please fill out the following form and submit in addition to a letter detailing the situation and/or events in your own words:

First Name: _____ **Last Name:** _____ **Date:** _____
Mailing Address: _____ **Apt:** _____
City: _____ **State:** _____ **Zip:** _____
Email Address: _____
Phone (Home): _____ **(Cell)** _____

If you do not have a phone and address where we can reach you, please provide the name, address, and phone number of someone we can contact to leave a message for you.

Opposing Party:
Name (First Last and/or Business) _____
Mailing Address: _____ **Apt:** _____
City: _____ **State:** _____ **Zip:** _____
Email Address: _____
Phone (Home): _____ **(Cell)** _____

Where did the incident occur? (City/County/State) _____

When did the incident occur? (Be as specific as possible) _____

Do you have a public defender or another attorney? Yes No
Attorney's Name: _____
Phone number: _____

May we contact the attorney to discuss the case? Yes No
Your signature here _____

May we contact any other individuals, agencies, or organizations that may be relevant in understanding the problem you've written us about? Yes No
Your signature here _____

Witnesses or persons with information regarding your complaint: (Please include name, full address, telephone and whether we may contact the person)

Is there anyone that you DO NOT want us to contact? If so, who?

Have you filed a complaint with any other agencies? Yes No
If so, please describe and include the dates, case number, case title, court of jurisdiction, judge, opposing counsel and current status of the case.

What kind of help do you want from the ACLU of Alaska?

Briefly describe any documents that may help us evaluate your case.

Form Prepared By: _____ Date: _____

Please note: There may be statutes of limitations or other important deadlines that apply to your case. You may wish to contact the Alaska Bar Association's Lawyer Referral Service at 272-0352 (1-800-770-9999, outside of Anchorage) for more information on retaining an attorney.