



INTAKE QUESTIONNAIRE

Thank you for contacting the ACLU of Alaska Foundation. Please fill out this form as completely as possible and return it to us at 1057 W. Fireweed Lane, Suite 207, Anchorage, AK 99503.

A return envelope is enclosed for your use. If we need more information than what is on this form, we will call you. **DO NOT ENCLOSE ANY ORIGINAL DOCUMENTS WHEN YOU RETURN THIS FORM.** Because we receive so many requests for assistance, we cannot return any materials you submit to us with this form. We will respond as quickly as possible. However, please be aware that our limited resources mean that we can accept very few cases.

IF YOU NEED ASSISTANCE IN FILLING OUT THIS FORM, CALL THE ACLU OF ALASKA AT 907-258-0044. **(PRINT CLEARLY AND READ “INFORMATION ABOUT HOW THE ACLU OF ALASKA ACCEPTS CASES” BEFORE FILLING OUT THIS FORM.)**

Please keep in mind that lawsuits and administrative complaints must be filed within certain time periods. This office cannot provide you with legal advice on how much time you have until you run out of time to file suit. **Therefore, it is important to understand that it is your responsibility to seek a legal opinion from a lawyer licensed to practice in the State of Alaska, if you have any questions about how to resolve your legal problem.** You may wish to contact the Alaska Bar Association’s Lawyer Referral Service at 272-0352 (1-800-770-9999, outside of Anchorage).

NAME: _____ DATE: _____

MAILING ADDRESS: _____ APT: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

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

WHAT IS THE PROBLEM? (Be brief, but give details, such as when and where the problem occurred and include dates. Include names of all people, companies, and/ or government agencies against whom you have a complaint.)

