



Please be advised that we do not conduct in-person consultations in our office. If you would like to submit a complaint, please fill out the form below. If you need assistance filling out this form, please call 302-654-5326 x107. Please note that the person assisting you with filling out this form is a non-lawyer and is not authorized to advise you on your legal rights.

## GENERAL INTAKE QUESTIONNAIRE

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Alt. Telephone: \_\_\_\_\_

Victim's Name (if different) \_\_\_\_\_ D.O.B. \_\_\_\_\_

1. Where did this incident occur (city/county/state): \_\_\_\_\_

2. When did the incident occur (be as specific as possible) \_\_\_\_\_

3. Please describe the incident in as much detail as possible including the names of individuals and institutions involved. Attach additional sheets if necessary.

4. Were you given any explanation for what happened? YES NO  
If so, who gave you the explanation?

What was the explanation?

5. Why do you think this happened to you?

6. Have you contacted another agency? YES NO  
If so, what agency and what is the status of your complaint?

7. Have you consulted an attorney? YES NO  
If so, what is the name and contact information for the attorney?

What action, if any, is the attorney taking?

May we contact the attorney? YES NO

8. Have you done anything on your own to try and address this problem?

YES NO

If yes, describe your efforts:

9. What would you like the ACLU to do for you?

10. Do you consent to ACLU-DE referring your intake information to potential cooperating legal agencies and attorneys?

YES

NO

11. Attach to your form copies of any important documents. **Never send original documents.**

This general intake questionnaire does not give legal advice, and you should not rely on it as legal advice. You should not rely on the information you get from this site and should speak with a lawyer to get advice on your specific situation. While we do our best to provide valuable and accurate information, we cannot promise that the information on this site is complete, accurate, or up-to-date.

This general intake questionnaire is not a solicitation or an offer by the national American Civil Liberties Union and its affiliates (hereinafter “ACLU”) to represent you. We cannot promise you that the information you provide will lead to any specific action on the ACLU or its affiliates. Once you complete the questionnaire, the ACLU may not do anything—including contact you—about your situation.

We receive numerous requests for assistance each week. Every request is carefully reviewed. We will reach out to you only if we intend to investigate your issue further. We can investigate and take on very few cases due to our limited staffing. Please understand that by reviewing your request for assistance, the ACLU is not undertaking legal representation of you and the ACLU is not responsible for ensuring that any statute of limitations requirement or any other requirement or deadline is met in your case. There may be deadlines that will affect your legal rights. **As a result, you should not rely on filing an ACLU request for assistance to protect your rights.**

If you fill out this questionnaire, you agree that the ACLU, if identified as part of the questionnaire, or one of its coalition partners may use the information you give us, as long as we don't include your name, address, email or phone number, for one or more of the following purposes: (1) legislative testimony, (2) litigation; (3) contacting a city, state or federal agency; or (4) telling your story to the public, including the media. If the ACLU, or one of its coalition partners wants to identify you, we will contact you prior to doing so. We will keep your name, address, telephone number and email confidential unless you give us permission to use it or unless we are ordered to turn it over by a court (although we will attempt to prevent any disclosure).

## Contact Us

ACLU of Delaware  
100 West 10<sup>th</sup> Street, Suite 706  
Wilmington, DE 19801  
Email: [legal@aclu-de.org](mailto:legal@aclu-de.org)

## ACLU of Delaware Case Selection Guidelines

The ACLU of Delaware is a private, non-profit organization with limited resources, and not a general legal services clinic. We generally handle cases that may advance and preserve the basic civil rights and liberties provided by the state and federal constitutions and statutes.

We work to promote freedom of speech, religious freedom, racial justice, LGBT rights, women's rights, immigrants' rights, students' rights, reproductive freedom, privacy and criminal justice, to improve prison conditions, and to reduce police abuse. We give priority to those cases that may benefit many people or lead to a change in the law, and are only able to take some of those cases.

We generally do not take cases against private persons or companies not acting on behalf of the government, criminal matters, Family Court matters, or employment complaints. While we handle matters related to immigration enforcement such as improper ICE raids or detention or illegal profiling, we are unable to address inquiries about adjustment of status (such as asylum issues, the availability of special visas, etc.).

We are not a general legal services agency. You can reach the legal services agencies that handle civil matters for people who cannot afford a lawyer by contacting one of the agencies identified in the materials we have enclosed. Look at the information under the heading **ATTORNEY REFERRALS/Non-Criminal Cases**. You can reach the office of the Public Defender, which handles criminal cases for people who cannot afford a lawyer, by calling one of the numbers listed under the heading **ATTORNEY REFERRALS/Criminal Cases**.

We do not handle cases or issues that occur outside the State of Delaware. There is a separate ACLU office for every state. If you need ACLU help in another state, you can contact the ACLU office there. Information about how to contact each of them is available at [www.aclu.org/affiliates](http://www.aclu.org/affiliates)

## Additional Information

### ATTORNEY REFERRALS

**Non-Criminal Cases.** To find out if you qualify for free legal help for a non-criminal matter, contact the **Legal Help Link** at:

[www.delegalhelplink.org](http://www.delegalhelplink.org)

If you do not qualify for free help, the Lawyer Referral Service is available [atwww.dsba.org/online-lawyer-referral-service](http://atwww.dsba.org/online-lawyer-referral-service) and may be able to arrange a 30 minute consultation for you with a private lawyer for \$35. Both civil and criminal matters can be discussed with lawyers providing this service.

**Criminal Cases.** For criminal matters, you can contact the Office of the Public Defender at:

- New Castle County: 302-577-5200
- Kent County: 302-739-4476
- Sussex County: 302-856-5310

### FAMILY COURT ASSISTANCE

For civil Family Court issues, you can schedule a free 15 minute consultation with a volunteer attorney at the Self-Help Center in the New Castle County Courthouse, 2nd floor, 500 N. King Street, Wilmington. Call Karen Antonelli at 302-255-2599 to schedule an appointment.

### EMPLOYMENT DISCRIMINATION

An employer cannot discriminate on the basis of race, sex, gender, national origin, religion, physical handicap, sexual orientation or age. If you feel that you have been treated differently than other employees because of one of these specific reasons, you may contact the District Office of the Equal Employment Opportunity Commission (EEOC) at (215-440-2600) (except for sexual orientation discrimination claims) or the Delaware Department of Labor (DDOL) at 302-761-8200 (for all claims). If you intend to file a complaint, it is important to contact the EEOC or DDOL immediately because the deadline for filing a complaint is very short.

### NON-EMPLOYMENT DISCRIMINATION

These matters are handled by the [Delaware Human Relations Commission](http://www.dhrc.com). If you intend to file a complaint, it is important to contact the Human Relations Commission immediately because the deadline for filing a complaint is very short.

Wilmington Office:  
820 N. French Street  
8<sup>th</sup> Floor  
Wilmington, DE 19801  
302-577-5050

Dover Office:  
861 Silver Lake Boulevard  
Suite 145  
Dover, DE 19904  
302-739-4567

Georgetown Office:  
546 South Bedford Street  
Georgetown, DE 19947  
302-856-5331

There is also a toll free numbers for all locations: 1-877-544-8626

## **VETERANS RIGHTS**

Widener University School of Law Veterans' Clinic, 302-477-2090.

## **DISABILITY RIGHTS**

For assistance with obtaining appropriate treatment, freedom from discrimination, access and accommodations, government benefits, special education services, and other rights related to mental or physical disabilities, contact the Community Legal Aid Society Disabilities Law Program. There are no income requirements for services provided by the Program. New Castle County, 302-575-0660, Kent County, 302-674- 8500, Sussex County, 302-856- 0038.

## **COMPLAINTS ABOUT ATTORNEYS**

If you have a complaint about an attorney, you may contact the Office of Disciplinary Counsel at 405 North King Street, 4<sup>th</sup> Floor, Wilmington, DE 19801, (302) 651-3931, Fax: (302) 651-3939.

## **COMPLAINTS ABOUT JUDGES**

If you have a complaint about the conduct of a judge, you may write Margaret L. Naylor, Court on the Judiciary, Supreme Court of Delaware, 22 The Circle, P.O. Box 369, Georgetown, DE 19947; Telephone: 302-856-5229.

## **COMPLAINTS ABOUT PROBATION OFFICER MISCONDUCT**

Complaints about misconduct by probation officers may be sent to Ronald Drake, Director of Internal Affairs, Department of Correction Internal Affairs. The address is 245 McKee Road, Dover, DE 19904; Telephone: 302-659-6063

## **LEGAL RESEARCH and ADVICE**

The ACLU of Delaware is frequently contacted with requests for legal research. We do not have the resources to conduct legal research for individuals. There is a legal information center at Widener University School of Law, 4601 Concord Pike, P.O. Box 7474, Wilmington, DE 19803. Telephone: 302-477-2114.

## **IMMIGRATION RIGHTS**

**Immigration Advocacy Services, Inc.**, 24-40 Steinway Street, Astoria, NY 11103

**American Immigration Lawyers Association**, Suite 300, 1331 G Street, NW, Washington, DC 20005-3142

**LaEsperanza Community Center, Inc.**, Georgetown (302) 854-9262 (Christopher Fillat)

**Catholic Charities Immigration Department**, Wilmington (302) 655-9624

## **ADDITIONAL RESOURCES**

**Services for Victims of Crime:** Delaware Department of Justice, Victim/Witness Protection office, 800-870-1790.

**Consumer Protection:** Delaware Department of Justice, Consumer Protection & Fraud Division 1-800-220-5424.