



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

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 of Delaware is not undertaking legal representation of you and the ACLU of Delaware 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.**

Contact Us

ACLU of Delaware
100 West 10th Street, Suite 706
Wilmington, DE 19801
Email: 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.

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

If you do not qualify for free help, the Lawyer Referral Service is available 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](#). 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
8th 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, 4th 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.