



# NAACP LEGAL REDRESS RELEASE AND DISCLAIMER COMPLAINT FORM

NAACP Arkansas State Conference File No:

Dear Complainant

The NAACP Arkansas State Conference acknowledges receipt of your Complaint of Discrimination. Your complaint will be forwarded to a state Legal Redress Committee (LRC) for consideration.

Please complete the enclosed consent form, which authorizes the Legal Redress Committee to investigate your concerns. You are encouraged to provide copies of any/all supporting documentation that pertains to your complaint.

Submit the enclosed authorization form, including any/all documentation, at your earliest convenience (within 15 calendar days). You must notify the State if you are unable to submit your documentation within the allotted time frame; if not, we will assume that you have elected to withdraw your complaint.

Thank you for taking the time to contact the NAACP Arkansas State Conference. Your activism and support are greatly appreciated.

NAACP Arkansas State Conference Legal Redress Chair  
Mr. Carl Bledsoe



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

### Legal Redress Authorization

I, \_\_\_\_\_, authorize the NAACP Arkansas State Conference Legal Redress Committee (LRC) to investigate my complaint and/or mediate my complaint with the Respondent in an effort to explore the possibility of a settlement regarding:

_____ Education	_____ Employment
_____ Housing	_____ Law Enforcement
_____ City/County	_____ Other: _____

I understand that the NAACP Arkansas State Conference is not a law firm and that it cannot provide legal advice or provide legal representation; therefore, I am not precluded from seeking litigation against the Respondent should the individuals fail to reach an agreement.

Furthermore, I understand that I have a right to revoke this authorization at any time by submitting a written request, unless a proposed settlement has already been accepted.

Authorization, unless revoked in writing, shall expire within one-year from the date of authorization.

Finally, I release and hold harmless the NAACP Arkansas State Conference, its officers, directors, employees and agents from personal actions, causes of actions, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, executions or claims and demand whosoever in law in equity which I have ever had, may have in the future or that any of my personal representatives, successors, heirs or assigns hereafter can, shall or may have against the NAACP Arkansas State Conference by reason of the NAACP's Arkansas State Conference handling of my complaint.


\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Complainant (Print)

\_\_\_\_\_  
Name of Complainant (Signature)

\_\_\_\_\_  
Name of LRC Member in Receipt

# NAACP Arkansas State Conference Legal Redress/Civil & Human Rights Complaint Form

  <b>National Association for the Advancement of Colored People</b> <b>Arkansas State Conference</b> P.O.Box 165318 Little Rock, AR 72216 Email: <a href="mailto:legalredress@ascnaacp.org">legalredress@ascnaacp.org</a> Website: <a href="http://www.ascnaacp.org">www.ascnaacp.org</a>	Are you a current member of the NAACP? Yes      No
	<b>DATE:</b>
	<b>FOR OFFICE USE ONLY:</b>
	<b>DATE RECEIVED:</b>
	<b>FOLLOWED UP BY:</b>

Last Name	First Name	Middle Initial
Address		Telephone Number (home)
City, State, Zip		Telephone Number (work)      Ext.

**PLEASE NOTE THAT WE WILL NOT PROCESS YOUR APPLICATION UNLESS ALL QUESTIONS ARE COMPLETED (ON BOTH PAGES), ALONG WITH A ONE-PART SUMMARY OF THE ALLEGED DISCRIMINATION THAT OCCURRED. INCOMPLETE APPLICATIONS WILL NOT BE INVESTIGATED. YOU MAY ADD ADDITIONAL PAGES.**

Do you currently have an attorney?      Yes      No Attorney's Name	Address		
Telephone #      Fax#	City, State, Zip		
Please select all that may apply: (please submit copies with complaint form.) Has a lawsuit been filed?      Yes      No If yes, when and where?	Please List Agency in which you are filing complaint against: Place of Business      Government Agency School District      Law Enforcement      Other		
Have you filed a complaint with the EEOC?      Yes      No If yes, when and which office? Have you filed a complaint with Fair Employment & Housing? Yes      No      If yes, when and where?	(a) Type of discrimination: Civil Rights Violation / Hate Crimes Discrimination Harassment Housing Racial Profiling Retaliation Other:		
Other actions taken:			
(b) How were you discriminated against?			
(c) By who were you discriminated? - Include name(s), race, and gender of each:			
Name:	Race:	Gender:	
Name:	Race:	Gender:	
Name:	Race:	Gender:	
(d) Where did the discrimination take place? Cite location/address for each incident:			
Address #1:	City:	State:	Postal code:
Address #2:	City:	State:	Postal code:
(e) Did anyone witness the discrimination that took place?			

Witness #1: Available to make statement on your behalf: Yes      No	Address:
	Phone:
Witness #2 Available to make statement on your behalf: Yes      No	Address:
	Phone:
(f) What was the effect or impact of the discriminating behavior on you?	
(g) To date, what actions have you taken so far?	
(h) Have you filed a complaint with or notified any other organization or individual regarding this manner?      Yes      No	
Name:	Address:
	Phone:
What actions, if any, were taken in response to the complaint or notice of concern?	
Who took these actions?	
When were these actions taken?	
(i) What would you like the NAACP ARKANSAS STATE CONFERENCE to do for you regarding the discrimination/complaint?	

**RELEASE OF LIABILITY**

I affirm that the statements that I have made above are accurate and true to the best of my knowledge and belief. I hereby request the assistance of the NAACP Arkansas State Conference in seeking a remedy to the situation described above. I hereby authorize the officers of the NAACP Arkansas State Conference, the chosen Branch, to have access to information and documents relevant to my claim of discrimination described above.

I understand that once a referral has been made to a volunteer, community agency, or private attorney, the NAACP Arkansas State Conference WILL NOT BE RESPONSIBLE for handling this matter. I understand that by signing this document, I agree to HOLD the NAACP Arkansas State Conference harmless for any damage arising as a result of my case being mishandled, negligently handled, or improperly handled in any way.

Signature: \_\_\_\_\_ Print FULL Name: \_\_\_\_\_ Date: \_\_\_\_\_

**NON-RETALIATION REQUIREMENTS**

Section 704 (a) of the Civil Rights Act of 1964, (as amended), Section 4 (d) of the Age Discrimination in Employment Act of 1967, (as amended), and various other civil rights laws make it an unlawful employment practice for an employer; employment agency; or labor organization: to discriminate against employees, applicants for employment, member or applicant for membership, because the employee, member or applicant has opposed an unlawful employment practice, made a charge, testified, assisted, or participated in any manner in an investigation, proceeding or hearing.

**IMPORTANT NOTICE**

***Please be advised that filing a discrimination complaint with the NAACP Arkansas State Conference does not mean that the NAACP Arkansas State Conference will be representing you in any legal matter. If you believe you have a discrimination claim, you must file a claim with the appropriate State or Federal agency promptly. Failure to do so may prevent you from pursuing a claim in a court of law.***

**COMPLETION OF THIS FORM**

Completing this form does NOT constitute filing an official complaint with a legal authority. Currently, the NAACP Arkansas State Conference is ONLY seeking information to assist you concerning this complaint. Please email this information and copies of sustaining documents to [LEGALREDRESS@ASCNAACP.ORG](mailto:LEGALREDRESS@ASCNAACP.ORG). Copies will be forwarded to a branch Legal Redress Team.