

CONTACT US IN WRITING

Please write us a 1-2 page letter including your name, mailing address, and phone number so that we may contact you. It may help you to consider the following questions in writing your letter:

- If your complaint involves a specific incident or series of incidents, what happened? Who was involved? Where and when did it happen? Were there witnesses, and are they willing to tell us what they saw?
- In what way do you believe your rights were violated? Why do you believe this incident occurred?
- What kind of resolution are you seeking? What would you like the ACLU-MD to do on your behalf?
- Have you filed an administrative complaint or appeal? If so, has there been an outcome?
- Have you contacted or are you represented by an attorney or other source of legal assistance? Does he/she know that you have requested our assistance? Will you authorize us to speak with her/him?
- What deadlines are you facing?
- What kind of supporting documents do you have? Please keep this documentation to three pages or less in your initial letter. We will contact you if we need further information.

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Please be advised: Although we try to respond quickly to requests, it can take weeks or even months for us to determine whether we can assist you. If you are facing an immediate deadline, you should contact a private attorney for assistance.

You may send us your request for assistance via regular mail or by fax. Our fax number is (410) 366-7838. Our mailing address is:

ACLU of Maryland
Attn: Legal Department
3600 Clipper Mill Road, Suite 350
Baltimore, Maryland 21211

ACLU
Maryland

HOW TO REQUEST ASSISTANCE FROM THE **ACLU** OF MARYLAND



*“Because freedom can’t
protect itself.”*

Civil Rights Complaint Line
Tuesday & Thursday
1:00pm-3:00pm
(443)-524-2558

ACLU
Maryland

WHAT IS THE ACLU?

We are the nation's premier guardian of liberty. We work daily in courts, legislatures, and communities to defend and preserve the individual rights and freedoms guaranteed by the Constitution and the laws of the United States. The ACLU also works to educate the American public about specific civil liberties issues, particularly when those liberties are threatened.

"So long as we have enough people in this country willing to fight for their rights, we'll be called a democracy"
—ACLU founder Roger Baldwin

The Maryland ACLU works to ensure that all people in the state of Maryland are free to think and speak as they choose, and to live their lives free from discrimination and unwarranted government intrusion. We are guided in our work by the U.S. Bill of Rights and the Maryland Declaration of Rights. The Maryland ACLU acts without partisanship to achieve these goals.

ASKING FOR HELP

The civil liberties we protect include freedom of speech, freedom of religion, freedom of association, privacy, equality, and due process. Most of the cases we bring are against the government because the U.S. Constitution applies only to agencies of the government, not private parties. However, we can sometimes use civil rights statutes to sue private institutions such as employers, malls, and health care providers, when the right (such as the right to be free from discrimination and the right to privacy) is protected by statute. If you want the ACLU-MD to consider handling your case, you have two options: 1) call our Civil Rights Complaint Line, or 2) contact us in writing.

Due to the enormous demand for legal representation and our limited resources, the ACLU-MD is unable to represent everyone who may have valid legal claims.

**PLEASE BE AWARE THAT WE
DO NOT OFFER ANY IN-
OFFICE APPOINTMENTS.**

CALL OUR CIVIL RIGHTS COMPLAINT LINE

The ACLU of Maryland has launched a new Civil Liberties Complaint Line to assist those who prefer to speak with a legal staff representative by phone. Our Complaint Line is staffed by trained Intake Specialists. The Intake Specialist will record all of your information and provide you with as much information as possible. Please be aware that the Intake Specialists ARE NOT attorneys, and cannot provide legal advice. If an Intake Specialist determines that the issue is one that our office may be able to assist with, he/she will relay the information to our staff attorneys. If an Intake Specialist feels that we are not able to assist with your particular matter, we will try to provide you with helpful referrals.

**The Civil Rights
Complaint Line is in
operation on Tuesdays
and Thursdays
between 1:00 and 3:00
pm. Please call (443)
524-2558 to speak with
an Intake Specialist.**