

Alexandria VA NAACP



P. O. Box 1740
Alexandria, VA 22313
(703) 684-6190 • naacpalx@rcn.com

Complaint Of Discrimination

NOTE: Completing this form does not constitute filing an official complaint with a legal authority. At this time the Alexandria VA NAACP is only seeking information to assist you concerning this complaint. Please return the completed forms to the Alexandria VA NAACP.

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ E-MAIL: _____

1. Was the alleged discrimination because of: (Please circle those that apply)

Race or Color Religion National Origin Sex Age Handicapped Status Other

2. Who discriminated against you? (Give name and address of the employer, Labor Organization, Employment Agency, Etc., (list all))

Name: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Other Parties(if any):

3. Have you filed a complaint with any government Agency? _____ Yes _____ No

Which one (s)? _____

4. Have you filed a grievance with your union: _____ Yes _____ No

Name of Local and Representative: _____

5. Have you retained an attorney regarding this case? ____ Yes ____ No

Name of Attorney: _____

Address: _____ Phone: _____

6. List the actual date of most recent date on which this discrimination occurred:

Month: _____ Day: _____ Year: _____ Time: _____ a.m. p.m.

7. Explain what was done to you: (Please add additional pages if needed and attach copies of any supporting documents)

8. What resolution are you seeking? _____

9. I affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

Signed: _____ Date: _____

ALEXANDRIA VA NAACP
Disclaimer/Release Form

*By placing my initials to the right of each numbered item below,
I affirm that understand it and agree with it.*

1. I have submitted to the Alexandria VA NAACP a Complaint of Discrimination directed against _____ (“Respondent “). _____

2 I understand that the NAACP is a private, nonprofit voluntary organization. It is not a government agency. Filing a complaint with the NAACP is not the same as filing a complaint with an administrative agency or filing a suit in a court of law. Whatever rights I have to file a complaint with an administrative agency or to file a civil lawsuit are completely unaffected by whether or not I have filed this complaint with the NAACP. _____

3. The deadline by which I must file my complaint or lawsuit with _____ is _____ if I do not file my complaint or lawsuit with _____ by that time, I may have no right to a recovery from any harm from the respondent. _____

4. I have authorized the NAACP to investigate my complaint; (2) to attempt to mediate my complaint with Respondent in order to explore the possibility of settlement; and (3) if there is no settlement to provide me at least three referrals of lawyers who may consider representing me in litigation against Respondent. _____

5. I understand that the NAACP in no way guarantees the competency, professionalism or fitness of the lawyers whose names it has provided. _____

6. I will provide the NAACP copies (not originals) of whatever documents I have to support the 'complaint. If I request in writing that some of the material be held in confidence, the NAACP will hold it in confidence; otherwise the NAACP may share it with the Respondent or with state or federal anti-discrimination agencies. _____

7. If the NAACP mediates my complaint with Respondent, I will refrain from filing my complaint with a state or federal anti-discrimination agency, or filing a lawsuit while the mediation is in progress. However, I am free at any time, after notifying the NAACP of my intentions, to terminate the mediation and file my complaint with a state or federal anti-discrimination agency or file a lawsuit. If the mediation is nonbonding , I am not required to accept a settlement with Respondent. _____

8. NAACP will receive no funds from any mediation or settlement. Persons conducting settlement and negotiate are not lawyers and are not providing legal services. _____

9. I agree that if I accept a settlement with Respondent, I will be required to sign a release of Claims against a Respondent, and I will honor the terms of such a Release and Claim.

10. I understand that if the NAACP refers me to a private attorney, I am not required to retain her/him and he/she is not required to offer legal representation to me. I understand that such representation as he/she might offer to me need not be without charge, but may be on whatever terms he/she and I agree on. I understand that he/she does not also represent the NAACP, nor is he/she employed by or paid by the NAACP. _____

11. I understand that the NAACP is not a law firm and cannot provide me with legal advice or legal representation. Although some of its members and volunteers are lawyers, they represent the NAACP and not me personally. _____

12. I release and hold harmless the NAACP, its officers, directors, employees, agents, personal actions and actions, cause and causes of action, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreement, promises, variances, trespasses, damages, judgments, executions, claims, and demands whosoever, in law in equity, which I ever had, may have in the future, or which any of my personal representative, successors, heirs or assigns hereafter can, shall or may have against the NAACP, upon or by reason of the NAACP's handling of my Complaint of Discrimination. _____

Print Name: _____ Signed Name: _____

Address: _____ Date: _____

City: _____ State: _____ Zip: _____

Phone No: _____ E-mail: _____