

INSTRUCTIONS

It is suggested that staff and field workers of civil rights and related organizations assist in the filling out of this complaint form. These instructions have been compiled as a guide for those assisting persons who may wish to file a complaint.

In filling out the attached complaint you should do the following:

First, in the blank spaces provided on the complaint form describe briefly and factually the segregated facility of which you are complaining. Limit your description to relevant information, and include only what you yourself have seen or experienced. Add the names of any other persons who will be able to verify your description. The information which you set forth in the specification should include all of the following details which are relevant to the situation you are complaining of and which are known to you:

1. The public facility involved.
2. The state or subdivision (name of county, city, state agency or department) which owns, operates or manages the facility, if known.
3. A detailed description of the segregation of which you are complaining.
4. Names and positions of persons who are responsible or involved, if known.
5. Dates when any specific incidents occurred, if known. Describe specific incidents, such as "Refused admittance," "Made to sit on separate side of courtroom," "Arrested or threatened for using facilities," "Have visited (or been confined in) a segregated jail," "Saw signs which said 'Colored' and 'White' over drinking fountains, rest rooms, counters," etc.

Second, note that public schools and public colleges are not covered by this type of complaint. Also not covered are public accommodations such as hotels, restaurants, gasoline stations, and places of amusement. Public facilities are covered, including courthouses, city halls and other public buildings, and the accommodations and facilities which are located inside these buildings, such as rest rooms, jury assembly rooms and court rooms. Jury lists, jury boxes, tax digests and rolls, and other public indices may be covered.

Third, one word of caution: be certain that your complaint describes truthfully a segregated public facility. There are federal penalties for filing a false complaint.

Please prepare several signed copies of your complaint. One copy should be sent to each of the following:

1. Attorney General of the United States
Department of Justice
Washington, D. C. 20530
2. United States Commission on Civil Rights
Washington, D. C.
3. Southern Regional Office
American Civil Liberties Union
5 Forsyth Street, N. W.
Atlanta, Georgia 30303

If you know that a federal agency (such as the Department of Health, Education and Welfare, the Department of Commerce, or the Department of Agriculture, etc.) supervises, aids or is somehow connected with the public facility about which you are complaining, a copy of your complaint should also be forwarded to the federal agency involved.

NOTE: If you use additional sheets of paper to describe your complaint, sign your name and print your name and address at the bottom of the last page of the complaint.

TO: The Attorney General of the United States
Department of Justice
Washington, D. C. 20530

COMPLAINT

Pursuant to Title III of the Civil Rights Act of 1964, the undersigned herewith complains that he is being deprived of or threatened with the loss of his right to the equal protection of the laws, on account of his race, color, religion, or national origin, by being denied equal utilization of a public facility which is owned, operated, or managed by or on behalf of a state or subdivision thereof, other than a public school or public college.

The complainant states that he is unable to bear the expense of initiating and maintaining appropriate legal proceedings for relief or that the institution of such litigation would jeopardize his personal safety, employment, or economic standing, or that of his family or property.

Date _____ Signed _____

(Please print name and address.)

Name _____

Address _____
