

ADA Grievance Form

Please fill out this form completely, in black ink or type. If you need any accommodation or assistance in completing this form, please contact the ADA Coordinator, Shawn Sanders at 651-430-8830. Sign and return to: Stillwater City Hall – 216 4th Street North, Stillwater, MN 55016

Section I – Discrimination Description

Date of Alleged Discrimination (Month, Day, Year): _____

Have efforts been made to resolve this complaint? Yes ☐ No ☐

If yes, what is the status of the grievance? _____

Has the complaint been filed with the Department of Justice or any other Federal, State or local civil rights agency or court? Yes ☐ No ☐

If Yes:

Agency or Court: _____

Contact Name: _____ Contact Title: _____

Agency Name: _____ Phone: _____

Description of Grievance/Discrimination:

Section II – Complainant Information

Complainant Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ Email: _____

Preferred method of communication: Mail ☐ Email ☐ Phone ☐

Section III – Completed by

Are you filling this complaint out on your own behalf? Yes ☐ No ☐

If Yes, complete **Section III**

If No, please supply the name and relationship of the person for whom you are complaining:

First and last name of person for whom you are filling: _____

Relationship of the person for whom you are filling: _____

Please explain why you have filed for a third party: _____

Please confirm that you have obtained the permission of the

aggrieved party, if you are filing on behalf of a third party. Yes ☐ No ☐

Section IV – Previous

Have you previously filled an ADA complaint with this agency? Yes ☐ No ☐

Section VI – Remedy Sought

State the specific remedy sought to resolve the issues (s):

You may attach any written or other information that you think is relevant to your complaint.

Signature: _____ Date: _____

I sincerely and truly declare and affirm that the facts contained herein are complete, accurate, and true to the best of my knowledge and belief. Further, I declare and affirm that my statement has been made by me voluntarily without persuasion, coercion, or promise of any kind.