GRIEVANCE FORM

I. COMPLAINANT INFORMATION

Name of Complainant: ____________________________________________________________

Last MI First

Address: _______________________________________________________________________

City: ______________________ State: _____________ Zip: _____________________________

Telephone Number: ______________ E-mail Address: _______________________________

Preferred Method(s) of Communication: (Check all that apply)

☐ Voice Telephone ☐ TTY ☐ E-mail ☐ US MAIL & ☐ Other: __________________________

II. DESCRIBE YOUR COMPLAINT OF DISCRIMINATION BASED UPON DISABILITY.

Be specific and give date(s), time(s) and location(s). Use the reverse side of this sheet or attached
pages, if needed.

III. PERSONS NAMED IN YOUR COMPLAINT. List the names of (or describe) all persons
involved in your complaint. Indicate the job title and City Agency, department or division of City
employees, if possible.
IV. **WITNESSES TO YOUR COMPLAINT.** List the names of (or describe) all persons involved in your complaint. Indicate the job title and City Agency, department or division of City employees, if possible.

V. **EVIDENCE AND DOCUMENTATION.** List and provide any physical evidence, written or recorded documents, or any other information that directly supports your specific claim of discrimination.

VI. **CASE REMEDY AND/OR RESOLUTION.** What remedies or resolutions are you seeking?

---

**CERTIFICATION:** I hereby certify that the information and statements above are true.

Signature: _____________________________ Date: ______________

If person needing accommodation is not the individual completing this form, please provide

Representative’s Name: ________________________________

Address: ________________________________ Telephone Number: ______________

For more information or assistance in completing the form, please contact the ADA Coordinator via (direct line) (423) 798-1782 or erinelmore@greeneountytn.gov.com