

GINO A. MELONE  
COUNCILMAN EAST WARD

**CITY HALL**  
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## Constituent Services Form

PLEASE UNDERSTAND that we are NOT a legal office. We do NOT practice law, nor can we settle legal disputes or give you legal opinions. We are a CITY office. We have NO jurisdiction in County, State or Federal areas. We CAN help refer you to the correct Department, and we can often "run interference" for you with bureaucratic "red tape". Please help us to help you by filling out this sheet as completely and as briefly as you can. THANK YOU!

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

\*\*\* (If you need more room, please use additional pages) \*\*\*

(1) Briefly explain the nature of your problem/complaint. When completing this form please provide copies of any documentation that you may have.

(2) What steps have you taken so far? (Include name of person(s) or agency you have contacted).

(3) What has been the result of your efforts to date?

(4) What would you consider a fair outcome?