

OFFICE OF THE CITY ATTORNEY, CITY OF SAN DIEGO
JAN I. GOLDSMITH, CITY ATTORNEY
CONSUMER AND ENVIRONMENTAL PROTECTION UNIT
1200 Third Avenue, Suite 700, San Diego, California 92101-4103
(619) 533-5500 or (619) 533-5600 (recorded information)

Thank you for contacting the City Attorney's Office, Consumer & Environmental Protection Unit. Attached is the citizen report and informal complaint form. Please make every effort to complete the form to the best of your knowledge. Also, please attach **photocopies only** (*not originals--save the originals for your files*) or scans of any advertisements, receipts, invoices, cancelled checks (front and back), contracts, emails or other documents supporting your complaint.

An attorney and/or investigator will review your complaint once it is received, and you will be advised of the results of that review within four to six weeks. In the meantime, if you change your telephone number, e-mail, or mailing address, please let us know so that we will be able to contact you if necessary.

Due to legal requirements and limited resources, the Consumer and Environmental Protection Unit is not able to fully investigate or prosecute every suspect about whom complaints are received. Therefore, you should *immediately* take whatever private lawful action you deem appropriate to protect or enforce your rights. There are two services which may assist you in pursuing a private remedy: Small Claims Court (619) 236-2700 and Lawyers Referral Service (619) 231-8585.

Please mail complaint form and supporting documents to: OFFICE OF THE CITY ATTORNEY, CONSUMER AND ENVIRONMENTAL PROTECTION UNIT, 1200 Third Avenue, Suite 700, San Diego, California 92101-4103. Or email to: cityattorney@sandiego.gov.

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**PLEASE TYPE or PRINT CITIZEN REPORT AND INFORMAL
COMPLAINT**

NOTICE: The legal staff of the City Attorney's Office is not permitted to engage in the private practice of law or to furnish legal advice in private civil matters.

Senior Citizen? Yes _____ No _____

Your Name (Print) _____

Today's Date _____

Address _____

Date of Birth _____

Driver's Lic. or ID No. _____

(City) (State) (Zip Code)

(State) _____

Phone (Res.) _____ (Bus.) _____ Occupation _____

Phone (Cell) _____ (Email address) _____

SUSPECT: List name of firm or individual against whom complaint is being made. Give name of salesperson or representative if known.

1. Name _____ Phone _____

Address _____
(Zip Code)

2. Name _____ Phone _____

Address _____
(Zip Code)

3. How did you first hear of them (newspaper, TV, telephone call, etc.)?

Date of occurrence _____ Amount of Loss \$ _____

Location of occurrence (City and County) _____

Names and Phone Nos. of witnesses (if any) _____

Names and Phone Nos. of other victims (if any known) _____

Have you contacted a private attorney? If so, who? _____

Are any civil actions (law suits) pending?

Other agencies contacted (if any) _____

Are you willing to sign a formal (criminal) complaint and testify in Court regarding this matter?

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DECLARATION: (PLEASE PRINT)

Briefly explain the facts upon which you are basing your complaint, including first contact with suspect and anything suspect said which later proved to be untrue.

ATTACH ADDITIONAL REMARKS AND COPIES OF CORRESPONDENCE AND CONTRACTS--DO NOT WRITE ON REVERSE SIDE OF THIS FORM.

(Attach additional pages as necessary.)

SIGN AND DATE BELOW:

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed at

_____, on _____, 20____.
(City and State)

SIGNED

DO NOT WRITE BELOW THIS LINE

Prior(s) _____ DA _____ AG _____ IMS _____ STATS _____
Status _____ Status _____ Status _____ Type _____

NOTICE: Due to legal requirements and limited resources, the Consumer and Environmental Protection Unit is not able to fully investigate or prosecute every suspect about whom complaints are received. Therefore, you should *immediately* take whatever private lawful action you deem appropriate to protect or enforce your rights. Otherwise, your private claims, if any, may be barred by applicable statutes of limitations. Statutes of limitations establish time limits for filing lawsuits, based on the dates when the claims arose.

(CA Rev. 2/12)