

ULSTER COUNTY OFFICE OF THE DISTRICT ATTORNEY

DEPARTMENT OF CONSUMER AFFAIRS

380 Boulevard, Kingston, New York 12401-3708 (845) 340-3260 fax = (845) 334-8125

CONSUMER COMPLAINT FORM

Instructions For Using This Form

- 1. Before using this form, complain directly to the company. If unsuccessful, then use this form.
- 2. Please type or print clearly in black ink. Illegible forms may be returned to you.
- 3. Complete the entire form. Incomplete forms may be returned to you. Use additional paper if necessary.
- 4. Attach photocopies of any documents related to the transaction (such as contracts, receipts, statements, canceled checks, correspondence, warranties, etc.).
- 5. DO NOT SEND ORIGINAL DOCUMENTS. The Department will not be responsible for originals.

CONSUMER INFORMATION						
Your Name			Home Phone			
Street Address			Work Phone			
Post Office Box			Cell Phone			
City	State	Zip	Fax Number			

COMPLAINT INFORMATION					
Business Name			Home Phone		
Street Address			Work Phone		
Post Office Box			Fax Number		
City	State	Zip	Cell Phone		
Website			E-mail		
Other contact information					

Type of Transaction (e.g., auto repair, home repair, retailing, telephone, etc.):					
Date of transaction	Amount paid	How paid			
Did you sign a contract?	Where?	Date signed			
Yes No					
Date of complaint	Person complained to	Their title			
Did they respond?	If yes, nature of response				
Yes No					
If yes, response date					
Is court action pending?	What court?	Court date			
Yes No					
Have you submitted this matter to	If yes, give the name, address and phone number for the attorney or agency:				
an attorney or another agency?					
Yes No					

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Briefly describe your complaint. If necessary, use an additional sheet of paper.				
What form of relief are you seeking (e.g., exchange, repair, money back, etc.)?				
what form of folio, and you dooking (o.g., oxonange, repair, money early, etc.).				
READ AND UNDERSTAND THE FOLLOWING BEFORE	SIGNING BELOW			
I understand that a copy of this form may be sent to the business or person	the complaint is directed against.			
I authorize the Ulster County District Attorney's Office and/or its representative(s) to make inquiries, on my behalf, into any and all files or accounts that may be necessary to investigate the complaint I have filed with that agency. Further, I authorize the Ulster County District Attorney's Office to use and supply, on my behalf, any private information included in this complaint.				
In filing this complaint, I understand that the Ulster County District Attorney's consumer advocate does not provide legal advice and is not my private attorney. I also understand that if I have questions concerning my legal rights or responsibilities, I should contact a private attorney. I have no objection to the contents of this complaint being forwarded to the business or individual the complaint is directed against. The above complaint is true and accurate to the best of my knowledge.				
I understand that any false statements made in this complaint are punishable as a Class A Misdemeanor under Section 175.30 and /or Section 210.45 of the Penal Law.				
Signature:	Date:			

HAVE YOU ATTACHED PHOTOCOPIES OF DOCUMENTS? DO NOT SEND ORIGINALS.Return completed form and document copies to the address shown on the front of this form.