

Example Complaint Form

Adapted from the Petition form for the Inter-American Human Rights Commission

SECTION I. INFORMATION ON THE ALLEGED VICTIM AND PETITIONER

1. INFORMATION ON THE ALLEGED VICTIM(S)

Please provide the information about the person or group affected by the violation(s) of human rights.

Name of the alleged victim:

Sex of the alleged victim:

Date of birth of the alleged victim: (day/month/year)

Mailing address of the alleged victim (including the street or avenue, number/name of the building or house, apartment, city, state or province, postal code, country):

Telephone number of the alleged victim (include area codes if possible):

Fax number of the alleged victim (include area codes if possible):

Email of the alleged victim:

Is (are) the alleged victim(s) deprived of liberty? No Yes

Additional information about the alleged victim(s):

2. INFORMATION ON THE FAMILY MEMBERS

Please provide information regarding the close family members of the alleged victim(s) who are likely to have suffered harm as a result of the alleged violation of human rights.

Name of the family members and relationship to the alleged victim:

Mailing address of the family members (including the street or avenue, number/name of building or house, apartment, city, state or province, postal code, country):

Telephone number of the family members (include area codes if possible):

Fax of the family members (include area codes if possible):

Email of the family members:

Additional information on the family members:

3. DATA ON THE PETITIONER

Please provide information about the person or group that is submitting the petition.

Name of the petitioner (In the event that it is non-governmental organization, include the name of the legal representative(s) who will receive the communications. If it is more than one organization or person, include the additional information in the space provided):

Acronym of the organization (if applicable):

Mailing address of the petitioner:

Telephone number of the petitioner (include area codes if possible):

Fax of the petitioner (include area codes if possible):

Email of the petitioner:

SECTION II. FACTS ALLEGED

1. ASEAN MEMBER STATE AGAINST WHICH THE COMPLAINT IS SUBMITTED

2. THE FACTS

Provide, in chronological order, an account of the facts that is as thorough and detailed as possible. In particular, specify the place, the date, and the circumstances in which the alleged violations occurred

3. AUTHORITIES ALLEGEDLY RESPONSIBLE

Identify the person(s) or authorities who you consider responsible for the facts alleged and provide any additional information as to why you consider the State responsible for the alleged violation(s).

4. HUMAN RIGHTS ALLEGEDLY VIOLATED

Indicate the rights that you consider have been violated. If possible, specify the rights protected by the Universal Declaration of Human Rights and the International Human Rights Treaties Ratified by the Member State in question

SECTION III. EFFORTS TAKEN TO RESOLVE THE FACTS ALLEGED

Describe the actions pursued by the alleged victim or the petitioner to resolve the problem. Explain any other remedy pursued before domestic authorities, including administrative agencies.

SECTION IV. AVAILABLE EVIDENCE

The available evidence includes any documents that may prove the violations alleged for example – witness statements court documents, police reports, expert reports, forensic reports, photographs, and video or film recordings, among others.

- ◆◆ If possible, attach a simple copy of these documents. **Do not attach originals.**
- ◆◆ If it is not possible to send the documents, you should explain why and indicate whether you will be able to send them in the future. In any event, you should indicate which documents are relevant to proving the facts alleged.

List or indicate the evidence that is the basis of your petition, and, if possible, identify which evidence you are attaching or sending with your petition:

SECTION V. REQUESTED ACTIONS

What action would you like AICHR to take? Consider AICHR's mandate as contained in its Terms of Reference.