

FOUNDATION FOR FREEDOM | CONSTITUTIONAL COUNTY TOOLKIT

PETITION FOR REDRESS TEMPLATE

A Customizable Citizen Petition for Constitutional Concerns and Lawful County Action

2026 RESOURCE LIBRARY

DOCUMENT • PETITION • REQUEST REDRESS • SEEK LAWFUL ACTION

How to Use This Template

This template is designed for county residents who wish to petition their local government regarding a constitutional concern or request a specific lawful county action. It may be adapted to request consideration of a Constitutional County ordinance or resolution, review of a county policy, investigation of a documented local concern, referral to an appropriate official, or another remedy within the county's lawful authority.

Replace all bracketed instructions with county-specific facts. Keep the final petition focused on documented facts, identified constitutional or legal principles, and a clear request for action. Delete optional sections that do not apply.

Important: A petition does not itself suspend a law, stop an enforcement action, extend a filing deadline, or substitute for a lawsuit, administrative appeal, election contest, grievance, or other legally required process.

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PETITION FOR REDRESS OF GRIEVANCES

TO THE BOARD OF COUNTY COMMISSIONERS OF [COUNTY NAME], [STATE]

Petition Title / Subject: _____

Date Submitted: _____

Primary Petitioner / Contact: _____

Organization, if any: _____

TO THE HONORABLE MEMBERS OF THE BOARD OF COUNTY COMMISSIONERS:

We, the undersigned residents, citizens, taxpayers, property owners, or other interested persons of [COUNTY NAME], respectfully petition the Board of County Commissioners for redress concerning the matter described below and request that the Board take lawful action within its constitutional and statutory authority.

I. PURPOSE OF THIS PETITION

[In 1–3 concise paragraphs, explain the issue and why the petition is being submitted. State the desired county action in plain language.]

II. STATEMENT OF FACTS

The petitioners respectfully state the following facts. Number each material fact and attach supporting records where available.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

III. CONSTITUTIONAL AND LEGAL PRINCIPLES

Identify only provisions genuinely relevant to the issue. Delete items that do not apply.

☐ First Amendment — speech, press, religion, assembly, or petition

☐ Second Amendment — right to keep and bear arms

☐ Fourth Amendment — search, seizure, warrants, or privacy

☐ Fifth / Fourteenth Amendments — due process or equal protection

- ☐ Property rights / takings
- ☐ Tenth Amendment / federalism / anti-commandeering
- ☐ State Constitution
- ☐ County charter / home-rule authority
- ☐ Applicable statute, ordinance, regulation, court decision, or policy
- ☐ Other

Specific authorities relied upon: _____

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IV. NATURE OF THE GRIEVANCE

[Explain how the facts described above affect constitutional rights, lawful county authority, public accountability, due process, county resources, or another matter properly before the Board.]

V. PRIOR EFFORTS TO RESOLVE THE MATTER

[Identify meetings, letters, public comments, administrative requests, complaints, records requests, or other reasonable efforts already made. If none, state that clearly.]

VI. REDRESS REQUESTED

The petitioners respectfully request that the Board consider one or more of the following actions, as applicable and lawful:

- ☐ Place the matter on a public meeting agenda for discussion.
- ☐ Direct authorized county staff to review the identified county policy, program, or action.
- ☐ Request a written legal review from authorized county counsel.
- ☐ Adopt a Bill of Rights / Constitutional County resolution.
- ☐ Consider and lawfully adopt a Constitutional County ordinance after appropriate legal review and public hearing.
- ☐ Amend, repeal, clarify, suspend, or reconsider a county ordinance, policy, or practice within the Board's authority.

☐ Refer the matter to the Sheriff, Supervisor of Elections, Clerk, ethics body, inspector general, administrative agency, or other official having lawful jurisdiction.

☐ Refer the matter to a Constitutional Compliance Committee or other authorized advisory body.

☐ Provide constitutional, procedural, or policy training to relevant county personnel.

☐ Hold a workshop or public hearing to receive evidence and citizen input.

☐ Provide a written response identifying the action taken or reasons for declining the request.

☐ Other lawful relief described below.

VII. SPECIFIC REQUEST TO THE BOARD

[State precisely what you want the Board to do. A specific request is more useful than a general demand.]

VIII. REQUEST FOR PUBLIC RESPONSE

The petitioners respectfully request that this petition be received into the appropriate public record; that the Board, its authorized staff, or the official having jurisdiction review the matters presented; and that the petitioners receive notice of any public meeting, workshop, referral, or formal action scheduled in response, consistent with applicable law and county procedure.

IX. RESERVATION OF LAWFUL REMEDIES

Submission of this petition is intended to seek peaceful and lawful redress through local government. It does not waive any right, remedy, defense, administrative process, public-record right, judicial remedy, or other lawful procedure available to any petitioner. Nothing in this petition should be construed as requesting the Board to exercise powers that belong exclusively to another constitutional officer, court, agency, or level of government.

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X. PETITIONER CERTIFICATION

By signing below, each signer states that he or she supports the request for lawful review and redress described in this petition. A signature does not necessarily certify personal knowledge of every factual allegation unless the signer separately states such knowledge.

SIGNATURE PAGE

#	PRINTED NAME	SIGNATURE	CITY / ZIP	EMAIL OR PHONE*	DATE
1					
2					
3					

4					
5					
6					
7					
8					
9					
10					

*Optional unless required by applicable local petition procedure. Before public distribution, determine what signer information will become a public record and what information is actually necessary.

ADDITIONAL SIGNATURE PAGE

#	PRINTED NAME	SIGNATURE	CITY / ZIP	EMAIL OR PHONE*	DATE
11					
12					

13					
14					
15					
16					
17					
18					
19					
20					

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ATTACHMENT A — SUPPORTING DOCUMENT INDEX

EXHIBIT	DOCUMENT / SOURCE	DATE	RELEVANCE
Exhibit 1			

Exhibit 2			
Exhibit 3			
Exhibit 4			
Exhibit 5			
Exhibit 6			
Exhibit 7			
Exhibit 8			

ATTACHMENT B — PRESENTATION CHECKLIST

- ☐ Replace all bracketed instructions with county-specific language.
- ☐ Verify every factual statement and date.
- ☐ Attach primary-source documents when available.
- ☐ Confirm the requested action is within the Board's lawful authority.
- ☐ Have proposed ordinance or resolution language reviewed by qualified counsel.

- ☐ Check county agenda, petition, lobbying, public-comment, and submission procedures.
- ☐ Determine whether signer information will be a public record.
- ☐ Keep a complete copy of the signed petition and all exhibits.
- ☐ Obtain a date-stamped receipt or other proof of submission when available.
- ☐ Request the clerk or appropriate staff identify the next procedural step.
- ☐ Track referrals, workshops, hearings, and written responses.
- ☐ Continue to meet all independent legal deadlines; do not rely on the petition to preserve them.

OPTIONAL — TRANSMITTAL LETTER

[DATE]

Board of County Commissioners

[COUNTY NAME]

[ADDRESS]

Re: Petition for Redress — [SUBJECT]

Honorable Commissioners:

Please accept the enclosed Petition for Redress concerning [brief subject]. The petitioners respectfully request that the petition be entered into the appropriate public record and that the Board consider the specific relief described in Section VII.

We welcome the opportunity to provide additional documentation, participate in a properly noticed public meeting or workshop, and respond to questions from the Board or authorized staff.

Respectfully submitted,

[NAME / TITLE]: _____

[CONTACT INFORMATION]: _____

Drafting Guidance

Lead with verifiable facts, not conclusions.

Quote legal authorities sparingly and accurately.

Distinguish what the county can control from matters assigned to the state, federal government, courts, or independent constitutional officers.

Ask for concrete action: review, hearing, referral, amendment, resolution, ordinance, or written response.

Use respectful language even when the grievance is serious.

Do not accuse a person of a crime or misconduct without reliable evidence and a legitimate need to include the allegation.

Keep the core petition concise; place lengthy evidence in exhibits.

Educational & Legal Notice

This template is provided for educational and civic-organizing purposes and is not legal advice. Petition procedures, signature requirements, public-record rules, lobbying registration, agenda procedures, pre-suit notice requirements, administrative remedies, and legal deadlines vary by jurisdiction and subject. Before using this template for an official campaign or a matter involving potential litigation, consult current county procedures and qualified counsel. The First Amendment protects the right to petition government for redress of grievances, but it does not require a government body to grant the requested relief or to act outside its lawful authority.

PETITION PEACEFULLY • DOCUMENT CAREFULLY • REQUEST LAWFUL REDRESS

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