



## HOW TO REQUEST A REASONABLE ACCOMMODATION

1. An individual with a disability who needs a reasonable accommodation can ask any judicial staff for assistance. All requests for accommodation should be made prior to the scheduled court date or business with the court.
2. Judicial staff will route the individual's request for accommodation to the designated local [Disability Access Coordinator](#).
3. The local Disability Access Coordinator will ask the individual making the request for the following information:
  - a. County in which assistance is needed
  - b. Name and contact information of the individual needing the assistance
  - c. Whether the individual needing assistance is the plaintiff, defendant, juror, witness, or court observer
  - d. Case file number (Flag this file to identify accommodation(s) needed)
  - e. Date and time of the hearing or other judicial activity
  - f. If applicable, the name and contact information for the attorney representing the individual
  - g. Explanation of the nature of the disability
  - h. Exact type of reasonable accommodation(s) needed
4. The local Disability Access Coordinator will make arrangements for the requested reasonable accommodation.
  - Accommodations should be tailored to meet individual needs.

***Spoken foreign language*** court interpreters do not fall under the Americans with Disabilities Act (ADA). If a spoken foreign language court interpreter is needed, please submit a [Request for Spoken Foreign Language Court Interpreter](#) form to the appropriate Language Access Coordinator.