

POLICY NO: 203
TITLE: **ACCESS TO COURT SERVICES BY
PERSONS WITH DISABILITIES**

DATE ADOPTED: 08/03/98
DATE REVISED: 03/03/08
REVISION NO: 2
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Policy:

Pursuant to Administrative Order 98-23, the following policy is established with regard to access to court services by persons with disabilities:

- A. Arizona Superior Court in Pima County will fully comply with the Americans with Disabilities Act. Facilities, programs and employment opportunities shall be readily accessible to persons with qualified disabilities. The Court will publish TTY telephone numbers on all public notices.
- B. Persons with disabilities are persons who have a physical or mental impairment that substantially limits one or more major life activities, who have a record of such an impairment, or who are regarded as having such an impairment.
- C. With advance notice the Court will provide for auxiliary aids and services to afford persons with disabilities the fullest possible participation in services, programs, and employment without fundamentally altering the services, program, or incurring an undue financial burden. When the access needs of persons with disabilities cannot be anticipated, a Request for Accommodation form shall be submitted and the court will review and determine what accommodations can be made.
- D. For individuals with hearing impairments, auxiliary aids and services may include qualified sign language interpreters, transcription services, written materials, assistive listening devices, telecommunications devices for the deaf, real-time reporting, or other effective methods of making aurally delivered materials available to individuals with hearing impairments.
- E. For individuals with vision impairments, auxiliary aids and services may include qualified readers, audio recordings, large print materials, materials in Braille, or other effective methods of making visually delivered materials available to individuals with vision impairments.
- F. Individuals with disabilities may contact the Court to request auxiliary aids and services at 740-4217. Communication through a telecommunications device (TTY) is available at 740-8887.



ADA Request For Reasonable Accommodation

1. Case No: _____ Date: _____

Case Name: _____

2. Name of Person Requesting: _____

Address: _____ Phone No.: _____
(Mailing Address) (Area Code, Phone Number)

(City, State, Zip Code) Email: _____

3. I am participating in a court proceeding/activity as a (check all that apply):

- Petitioner/Plaintiff Defendant/Respondent Attorney
 Witness Juror Judicial Officer
 Other (Specify interest in or connection to proceeding, if any)

What is the disability that limits one or more of your major life activities (e.g., walking, hearing, speaking, seeing, reading or writing)?

Will this disability require special accommodations in order for you to conduct your business in the court? Yes No

If yes, please describe below the special accommodations needed and include written documentation supporting the accommodation that you are requesting.

Supporting documentation must comply with the following:

- 1) Be on official letterhead from a licensed or certified health professional appropriate for diagnosing and treating the disability;
- 2) Make a recommendation for the specific accommodations with current detailed documentation supporting the request;
- 3) Be dated within the last three years.

4. List all known dates/times the accommodation(s) are needed (specify):

5. Why is an accommodation needed?

6. What accommodation would you like? And why?

7. Please provide any information that would help the court respond to your request.

8. How do you want to be informed of the status of your request for accommodation?

Phone Writing Email In Person Other(specify):

I declare under penalty of perjury under the laws of the state of Arizona that the foregoing is true and correct.

Date: _____ at _____
(City, State)

(Type or Print Name of Person Requesting)

(Signature of Person Requesting)