

ADA Accommodations Request Process

How to Request an ADA Accommodation

Please let us know early so we can prepare. If possible, please make your accommodation requests at least a week before you come to court. Advance requests can be made my e-mail, letter or telephone as follows:

E-mail: SCADAHelp@sc.pima.gov

Letter: ADA Coordinator
Arizona Superior Court in Pima County
110 W. Congress Street
Tucson, AZ 85701

Telephone: (520) 724-3850

Tell us what you need for your accommodation. Make your request as specific as possible. Please give us:

- Your name
- The accommodation(s) you want
- Name of the case (and number if known)
- Name of the judge (if known)
- Date(s) you will be in court
- Your contact information including mailing address, e-mail address and phone number.

If you make your request by e-mail, please put “ADA Accommodation Request” in the subject line.

If you make your request by letter, please write “ADA Accommodation Request” at the top.

You can also make your request in person. Please inform court security personnel that you need to make an accommodation request and they will direct you to the appropriate person. Please be aware that if you wait until you get to court to request an accommodation, we may not be able to provide it the same day.

Important! – The ADA Coordinator and/or Court Executives cannot grant, as an ADA Accommodation, a request that involves a judicial balancing of the rights of the parties or the Judge’s inherent power to manage the courtroom and the proceeding. Examples of such requests may include, but are not limited to, requests for: change of the time of day a case will be heard; modifications in the way testimony will be given; extensions of time or adjournment; frequency of breaks in hearings; permission to participate

by phone or video; and, the presence or absence of other persons in the courtroom. These types of accommodation requests must be decided by the judge or judicial officer presiding over the case.

If all or some of the part of the request that you make involves an accommodation that only a judge has the authority to grant or deny, the request (or that part of it) will be referred to the judge presiding over your case. If you are sure that your accommodation request is the kind that needs to be decided by the judge, you can make your request directly to the judge in your case. Contact the judge's chambers before you come to court or ask the judge when you get to court.

We may need more information. Many accommodations can be made based on the information you give in your request. Sometimes, however, the court may need to know more about your disability to help us understand what a reasonable accommodation might be. If so, you may be asked to provide additional information. To the extent possible, your accommodation request and any information you provide will remain confidential.

Please be aware – if your request is for the kind of accommodation that can only be granted by a judge (see **Important Note** above), the judge may require that your request be brought to the attention of the other parties to the proceeding.

How will the court respond to the request?

If the court **grants** the accommodation, you will be notified by court personnel, or by the judge or judicial office hearing your case.

If your request is **denied**, and an alternative cannot be agreed upon, you will get a written denial of Accommodation that explains why the request is denied. That Denial can be appealed upon request.

If the judge or judicial officer **denies** your accommodation request, and an alternative cannot be agreed upon, you can ask them for a written judicial order to state the reason for the denial on the record. That denial can be judicially reviewed, but it cannot be reviewed by the ADA Coordinator or court administrators.

How a Denied Request can be Appealed

If your accommodation request **has been denied**, you can seek review of that decision. The review will either be judicial or administrative, depending on who denied your request:

If denied by a judge or judicial officer the denial may only be reviewed through the regular process of judicial review. The ADA Coordinator or court executives may not review a judge's or judicial officer's decision.

If denied by the ADA Coordinator or Court Administration, the denial can be appealed by the process described below. The process described below is NOT for reviewing a decision by a judge or judicial officer.

If you have received a Denial of Accommodation by the ADA Coordinator or court administration, you can have that decision reviewed by either by submitting a [ADA Appeal for Reconsideration Form](#) or a written statement. If you don't use the ADA Appeal for Reconsideration Form, your written statement must include:

- Your name, address, e-mail address and telephone number.
- The name of the court or court facility where you wanted the accommodation.
- An explanation of why the decision was wrong and why it should be reconsidered.
- A statement of the desired remedy or the solution requested.
- A copy of the Denial of Accommodation form.

Whether you use the form or a written statement, you must submit the appeal request no later than ten (10) days after the date of the written denial, by mail, or email to the addresses shown above. The ten day filing deadline may be extended by the Presiding Judge for the showing of good cause. Alternative means of filing the Appeal for Reconsideration, such as in an audio format, may be permitted if deemed appropriate by the Presiding Judge. You may submit additional relevant information or documents that were unavailable to you at the time you requested the accommodation. The Presiding Judge will review the appeal and will review any information or documents that you have submitted or that otherwise relate to the denial decision. If the Presiding Judge decides more information is needed, the Presiding Judge may request, obtain, and consider additional information.

To the extent possible, the Presiding Judge will issue a decision in writing or, where appropriate, in a format accessible to the person making the appeal, within 30 days of the date the appeal was filed. The Presiding Judge may affirm, modify, or reverse the denial of the ADA Coordinator or court executive denial of the accommodation request.