



## **16<sup>th</sup> JUDICIAL CIRCUIT COURT Notice of Accommodation Availability**

NEED ACCOMMODATION FOR A DISABILITY?

Hearing, visual, and other assistance may be arranged.

Contact: **16<sup>th</sup> Judicial Circuit Court Disabilities Coordinator**  
**Office of the Chief Judge of the 16<sup>th</sup> Judicial Circuit**  
**Kane County Judicial Center**  
**37W777 Route 38, Suite 301**  
**St. Charles, Illinois 60175**  
**(630) 406-7457 or (630) 232-3440**  
or  
send e-mail to: [ChiefJudgeOffice@co.kane.il.us](mailto:ChiefJudgeOffice@co.kane.il.us)

It is the policy of the 16<sup>th</sup> Judicial Circuit Court that:

- Communication with individuals with disabilities is as effective as communications with individuals without disabilities;
- Individuals with disabilities have an equal opportunity to participate in and benefit from all 16<sup>th</sup> Judicial Circuit Court activities.

If you require accommodations, auxiliary aids, or other services in order to participate in 16<sup>th</sup> Judicial Circuit Court activities, please make your request to the 16<sup>th</sup> Judicial Circuit Court Disability Coordinator.

Requests shall be made in writing on forms provided by the 16<sup>th</sup> Judicial Circuit.

Copies of the following documents are available on the 16<sup>th</sup> Judicial Circuit Court and the Kane County Law Library websites; in the Offices of the Chief Judge of the 16<sup>th</sup> Judicial Circuit located at the Kane County Judicial Center, 37W777 Route 38, Suite 301, St. Charles, Illinois 60175, and at the Kane County Courthouse, 100 S. Third Street, Room 300, Geneva, Illinois 60134.

Policy on Access for Persons with Disabilities (Exhibit A)  
Request for Accommodation Form (Exhibit B)  
Grievance Form (Exhibit C)  
General Order 13-07 Policy on Access for Persons with Disabilities  
*Gen. Order 17-13 Exhibit A*

**16<sup>TH</sup> JUDICIAL CIRCUIT COURT**  
**Request for Accommodation under the**  
**Americans with Disabilities Act**  
**(REQUEST TO REMAIN CONFIDENTIAL)**

**Please Print:** \_\_\_\_\_ Date: \_\_\_\_\_

Name of person requesting accommodation: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Type of accommodation requested (please be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date accommodation is needed: \_\_\_\_\_

Location where accommodation is needed: \_\_\_\_\_

Please sign to verify the foregoing information: \_\_\_\_\_

Please print name: \_\_\_\_\_

**Please mail or deliver a copy of the completed form to:**

**16<sup>th</sup> Judicial Circuit Court Disabilities Coordinator**  
**Office of the Chief Judge of the 16<sup>th</sup> Judicial Circuit**  
**Kane County Judicial Center**  
**37W777 Route 38, Suite 301**  
**St. Charles, Illinois 60175**

or

e-mail to: [ChiefJudgeOffice@co.kane.il.us](mailto:ChiefJudgeOffice@co.kane.il.us)

**Questions about completing this form? Please call 630-406-7457 or 630-232-3440**

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**Office Use Only:**

Accommodation: \_\_\_\_\_ granted: \_\_\_\_\_ denied: \_\_\_\_\_

Requestor notified on: \_\_\_\_\_ via: \_\_\_\_\_ by \_\_\_\_\_

Type of accommodation: \_\_\_\_\_

Comments: \_\_\_\_\_

**16<sup>TH</sup> JUDICIAL CIRCUIT COURT**  
**Grievance**

**Please Print:** \_\_\_\_\_ Date: \_\_\_\_\_

Name of grievant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Daytime phone number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Type of accommodation requested (please be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of the alleged violation (please be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please sign to verify the foregoing information: \_\_\_\_\_

Please print name: \_\_\_\_\_

\_\_\_\_\_

**Please mail or deliver a copy of the completed grievance form to:**

**16<sup>th</sup> Judicial Circuit Court Disabilities Coordinator**  
**Office of the Chief Judge of the 16<sup>th</sup> Judicial Circuit**  
**Kane County Judicial Center**  
**37W777 Route 38, Suite 301**  
**St. Charles, Illinois 60175**  
or  
e-mail to: [ChiefJudgeOffice@co.kane.il.us](mailto:ChiefJudgeOffice@co.kane.il.us)

**Questions about completing this form? Please call 630-406-7457 or 630-232-3440**  
*Gen. Order 17-13 Exhibit C*