16th JUDICIAL CIRCUIT COURT
NOTICE OF ACCOMODATION AVAILABILITY

NEED ACCOMMODATION FOR A DISABILITY?

Hearing, Visual, and other assistance may be arranged.

Contact: **16th Judicial Circuit Court Disabilities Coordinator**
Office of the Chief Judge of the 16th Judicial Circuit
Kane County Judicial Center
37W777 Route 38, Suite 301
St. Charles, Illinois 60175
(630) 232-3442 or (630) 232-3440
e-mail: ChiefJudgeOffice@co.kane.il.us

It is the policy of the 16th Judicial Circuit Court that:

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

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

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

Copies of the following documents are available on the 16th Judicial Circuit website; in the Kane County Law Library; in the Office of the Chief Judge of the 16th Judicial Circuit 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 360, Geneva, Illinois 60134.

General Order 13-07 16th Judicial Circuit
Policy on Access for Persons with Disabilities
Request for Accommodations Form
Grievance Form

General Order 13-07

16th JUDICIAL CIRCUIT
POLICY ON ACCESS FOR PERSONS WITH DISABILITIES

WHEREAS, the Americans with Disabilities Act (ADA), a federal civil rights statute for individuals with disabilities, requires all state and local governmental entities, including the courts, to accommodate the needs of individuals with disabilities to ensure equal access to court activities, programs, and services (programs),

IT IS HEREBY ORDERED that the 16th Judicial Circuit establishes the following policy and procedures to ensure reasonable accommodations, auxiliary aids, and services to persons with disabilities who wish to participate in court programs.

I. Policy

It is the policy of the 16th Judicial Circuit to ensure that communications with and accommodations for individuals with disabilities and without disabilities are equally effective, consistent with the requirements of Title II of the ADA. Whenever necessary, the 16th Judicial Circuit will provide, free of charge, the appropriate auxiliary aids and services to ensure that individuals with disabilities have an equal opportunity to participate in and benefit from any 16th Judicial Circuit program. This policy applies to all members of the public who seek to participate in the 16th Judicial Circuit Court's programs.

II. Services and Accommodations

Auxiliary aids and services include a wide range of services and devices that promote effective communication with persons with disabilities. Examples of auxiliary aids and services for individuals with disabilities include qualified sign language interpreters, assistive listening devices, and real-time transcription services. The 16th Judicial Circuit may also provide any other reasonable accommodation necessary to permit a person with impairments or disabilities to fully and equally participate in or to observe 16th Judicial Circuit Court programs.

III. 16th Judicial Circuit Disabilities Coordinator

The Court Administrator of the 16th Judicial Circuit shall hold the position of 16th Judicial Circuit Disabilities Coordinator, specifically Doug Naughton.
The Deputy Court Administrator and such other staff of the Chief Judge, as designated by this general order and hereinafter amended, shall hold the position of designees of the 16th Judicial Circuit Disabilities Coordinator, specifically, Andrea O'Brien and Kathryn Seifrid.

IV. Notice that Accommodations are Available

The 16th Judicial Circuit shall provide notice that appropriate accommodations are available to ensure that individuals with disabilities have an equal opportunity to participate in 16th Judicial Court programs by posting notice containing the information on the form attached as Exhibit A on the 16th Judicial Circuit Court's website; in the Kane County Law Library; in the Offices of the Chief Judge of the 16th 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 360, Geneva, Illinois 60134; and in the offices of 16th Judicial Circuit Court Services.

V. Request for Accommodations

The 16th Judicial Circuit shall provide a request form to individuals who wish to request services or accommodations for persons with disabilities. The request form, attached as Exhibit B, shall be available on the 16th Judicial Circuit Court's website, in the Kane County Law Library, and in the Offices of the Chief Judge of the 16th 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 360, Geneva, Illinois 60134. Whenever possible, a request for accommodation or services shall be made fourteen (14) days in advance of the proceeding or program. The request shall be as specific as possible and include a description of the accommodation sought and the date the accommodation is needed. **The request must be mailed or delivered to:**

16th Judicial Circuit Disabilities Coordinator
Office of the Chief Judge of the 16th Judicial Circuit
Kane County Judicial Center
37W777 Route 38, Room 301
St. Charles. IL 60175
or
email to: ChiefJudgeOffice@co.kane.il.us

The 16th Judicial Circuit Disabilities Coordinator or designee shall respond in writing, and where appropriate, in a format accessible to the requestor, within seven (7) days from the date the request was received.

The 16th Judicial Circuit will give "primary consideration" to the request of individuals with disabilities. "Primary Consideration" means that the 16th Judicial Circuit will honor the choice of the individual, unless it demonstrates that another equally effective accommodation is available, or that the requested accommodation would result in a fundamental alteration of the 16th Judicial Circuit activities or undue financial and administrative burdens.

VI. Grievance Procedure

Individuals have the right to file a grievance when they believe the 16th Judicial Circuit and its employees have not complied with the provisions of this policy or the request for accommodations procedure. The grievance shall be filed within seven (7) days after the person filing the complaint becomes aware of the action or inaction. A complaint shall be in writing, using the 16th Judicial Circuit grievance form, attached as Exhibit C. The grievance shall contain the name and address of the person filing the complaint, and briefly describe the alleged violation. **The complaint must be mailed or delivered to:**

16th Judicial Circuit Disabilities Coordinator
Office of the Chief Judge of the 16th Judicial Circuit
Kane County Judicial Center
37W777 Route 38, Suite 301
St. Charles, Illinois 60175
or
e-mail to: ChiefJudgeOffice@co.kane.il.us

Within seven (7) days after receipt of a grievance, the 16th Judicial Circuit Disabilities Coordinator or designee may meet with the grievant, either in person or by telephone, to discuss the complaint and possible resolutions, if the 16th Judicial Circuit Disabilities Coordinator or designee determines such a

meeting would be helpful to a determination. Within seven (7) days after the meeting or within fourteen (14) days after receipt of the complaint if there is not meeting, the 16th Judicial Circuit Disabilities Coordinator or designee shall respond in writing, and where appropriate, in a format accessible to the grievant.

If the response by the 16th Judicial Circuit Disabilities Coordinator or designee does not resolve the issue to the satisfaction of the grievant, the grievant may, within seven (7) days of the date of the 16th Judicial Circuit Disabilities Coordinator's or designee's written response, appeal the decision. **The written appeal must be mailed or delivered in writing to:**

Chief Judge of the 16th Judicial Circuit
Kane County Judicial Center
37W777 Route 38, Suite 301
St. Charles, Illinois 60175

Within fourteen (14) days after receipt of the appeal, the Chief Judge will respond in writing to the grievant with a final resolution of the grievance or complaint.

Effective immediately this 31th day of January, 2013.

_____

Chief Judge

16th JUDICIAL CIRCUIT COURT
Notice of Accommodation Availability

NEED ACCOMMODATION FOR A DISABILITY?

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General Order 13-07 16th Judicial Circuit
Policy on Access for Persons with Disabilities
Request for Accommodations Form
Grievance Form

16TH 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:

16th Judicial Circuit Court Disabilities Coordinator
Office of the Chief Judge of the 16th Judicial Circuit
Kane County Judicial Center
37W777 Route 38, Suite 301
St. Charles, Illinois 60175
or
e-mail to: ChiefJudgeOffice@co.kane.il.us

Questions about completing this form? Please call (630) 232-3442 or (630) 232-3440

_____**Office Use Only:**

Accommodation: _____ granted: _____ denied: _____

Requestor notified on: _____ via: _____by_____

Type of accommodation: _____

_____

Comments: _____

16TH 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:

16th Judicial Circuit Court Disabilities Coordinator
Office of the Chief Judge of the 16th Judicial Circuit
Kane County Judicial Center
37W777 Route 38, Suite 301
St. Charles, Illinois 60175
or
e-mail to: ChiefJudgeOffice@co.kane.il.us

Questions about completing this form? Please contact (630) 232-3442 or (630) 232-3440