



16th Judicial Circuit Court
Kane County, Illinois

Notice of Accommodation Availability



It is the policy of the 16th Judicial Circuit Court of Kane County 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 in writing to the 16th Judicial Circuit Court Disability Coordinator on the accompanying Request for Accommodation Form (Exhibit B)

Copies of the following documents are available on the [16th Judicial Circuit Court](#) website and on the [Kane County Law Library & Self Help Legal Center](#) website.

NOTICE OF ACCOMODATION AVAILABILITY (EXHIBIT A)
REQUEST FOR ACCOMODATION (EXHIBIT B)
GRIEVANCE REGARDING ACCOMODATION UNDER THE AMERICANS WITH DISABILITIES ACT (EXHIBIT C)
GENERAL ORDER 23-22 POLICY ON ACCESS FOR PERSONS WITH DISABILITIES

These documents are also available in print at the following locations:

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

16th Judicial Circuit
Office of Court Administration
Kane County Courthouse
100 S. Third Street, Room 300
Geneva, Illinois 60134



16th Judicial Circuit Court
Kane County, Illinois

Request for Accommodation under the Americans with Disabilities Act
(Confidential)



Date:

Information of person needing accommodation:

Name:

Address:

Telephone number:

E-mail:

Date on which the accommodation is needed:

Case number, courtroom number, or Judge *(if applicable)*:

Physical location of where the accommodation is needed:

- Kane County Judicial Center
- Kane County Courthouse
- Kane Branch Court
- Elgin Branch Court
- Aurora Branch Court
- Kane County Juvenile Justice Center
- Other

Please describe what accommodation(s) you believe would enable you to participate equitably in the court proceedings, court activities, programs or services:

If this form is being submitted by an advocate on behalf of the person who needs an accommodation, please supply the name and contact information of the advocate:

Name:

Daytime telephone number:

E-mail:

Please mail, email, or deliver a completed copy of this form to:

16th Judicial Circuit
Disabilities Coordinator
Kane County Judicial Center
37W777 Route 38, Suite 301
St. Charles, Illinois 60175
or

e-mail to ChiefJudgeOffice@16thCircuit.IllinoisCourts.gov

Please call 630.406.7457 or 630.232.3440 if you have questions regarding this form.



16th Judicial Circuit Court
Kane County, Illinois

Grievance Regarding Accommodation under the Americans with Disabilities Act
(Confidential)



Date:

Person who needed the accommodation:

Name:

Address:

Telephone number:

E-mail:

Case number, courtroom number, or Judge *(if applicable)*:

What type of accommodation was requested? (please be specific)

Please describe how you believe your request for accommodation was not met (please be specific):

Please print and sign your name as verification of the above information.

If this form is being submitted by an advocate on behalf of the person who needed the accommodation, please supply the name and contact information of the advocate:

Name:

Daytime telephone number:

E-mail:

Please mail, email, or deliver a completed copy of this form to:

16th Judicial Circuit

Disabilities Coordinator

Kane County Judicial Center

37W777 Route 38, Suite 301

St. Charles, Illinois 60175

or

e-mail to ChiefJudgeOffice@16thCircuit.IllinoisCourts.gov

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