

	WASHINGTON COUNTY Court Administration <i>Standard Operating Procedures</i>	Number: Chapter - Procedure Date: Revision: 3/05, 5/08	No. of Pages: 1
	Chapter:	Subject: Washington County Court ADA Request Instructions	

AUTHORITY	42 U.S.C.A Section 121.01, et seq. (ADA)
PURPOSE	ADA Accommodation
APPLICABILITY	
POLICY	

A person requesting an in-court reasonable accommodation must present a written request ¹ which identifies and includes documentation of the person’s claimed disability and how it substantially impairs or limits the person’s meaningful access to or use of in-court services; and the accommodation that is requested and how the requested accommodation will help alleviate the impairment and allow meaningful access to or use of the courts. This written material should be prepared and submitted to the Court Administrator or her designee prior to the hearing, if possible, for which the reasonable accommodation is desired. At the discretion of the Court Administrator, the person requesting a reasonable accommodation and any other party involved in the underlying court matter will be given an opportunity to present an oral argument to the judge in support of (or in opposition to) the reasonable accommodation request. The decision about whether the person has a disability which warrants reasonable accommodation under the law and whether providing the requested accommodation would pose an undue hardship or direct threat to the person and/or other court personnel rests with the assigned judge and will be based primarily upon the written documentation submitted by the parties. Advance notice is required if feasible with the exception of wheelchair procurement and in-court hearing assisted devices. Requests for either of those services can be made the day of the requestor’s in-court hearing and with a completed request form.¹