

<b>HISTORICAL DOC:</b> Court Policy 57	<b>CREATION DATE:</b> 04/08/11	<b>REVISION DATE:</b> 05/14/15; 11/17/15; 10/15/19; 09/22/23
<b>Related internal court orders, polices or procedures:</b> None	<b>PREPARED BY:</b> Daniel Edwards	<b>APPROVED BY:</b> Court Administrator
<b>AUTHORITY:</b> ADA 504 Title II of the Americans with Disabilities Act		
<b>COURT ACCESS FOR PERSONS WITH DISABILITIES</b>		

**Purpose:** To outline the actions necessary to provide reasonable accommodations upon request to qualified individuals with disabilities who require accommodations to participate in court services, in accordance with ADA/504 Title II of the Americans with Disabilities Act ("ADA").

**Guidelines:**

1. The Court has exclusive authority to make decisions in providing reasonable accommodations and offering alternative accommodations if considered equally effective.
2. The Court is not required to take any action which would result in a fundamental alteration in the nature of a service, program or activity or cause undue financial or administrative burdens.
3. The Court Administrator shall assign ADA Coordinator duties to a member of court who is authorized to review documents, seek additional information, and grant requests for reasonable accommodations and communicate the request to the Court Administrator.
4. ADA accommodation requests shall be completed on the "Request for Accommodations Form" and submitted 10 business days prior to the scheduled proceeding or requested service. The form can be found on the court's website or in the court lobby.
5. Documentation of the disability must be submitted at the same time as the completed request for accommodation form.
6. The completed ADA request form and the documentation of the disability shall be submitted to the Scottsdale City Court, ADA Coordinator, at [court@scottsdaleaz.gov](mailto:court@scottsdaleaz.gov) or mailed to Scottsdale City Court, 3700 N. 75<sup>th</sup> Street, Scottsdale, AZ 85252, Attn: ADA Coordinator.
7. The ADA Coordinator shall request documentation of the disability and the documentation must originate from qualified evaluators and include:
  - a. Clear and specific statement of diagnosis and degree of functional limitation to one or more major life activity
  - b. Name, signature, and credentials of evaluator
  - c. Suggestions for reasonable accommodations must be accompanied by an expressed rationale.
  - d. Documentation must be recent enough to represent current functioning and need for specific accommodations.
  - e. Unacceptable documentation includes:
    - o Social Security disability benefits card or paperwork
    - o Letters from vocational rehabilitation counselors or other secondary sources
    - o Veteran Administration forms that merely state the percent to which a person is considered disabled.
8. The ADA Coordinator shall provide a decision on reasonable accommodations to the requestor within 2 business days upon receipt of all requested information.