



ADA ACCOMMODATION REQUEST – INSTRUCTIONS **OKLAHOMA DISTRICT COURTS**

The District Courts for the State of Oklahoma are committed to ensuring that all persons have access to and can fully participate in court proceedings, regardless of disabilities. Pursuant to Title II of the Americans with Disabilities Act (ADA), if you are an individual with a disability who needs an accommodation in order to participate in a court proceeding or other court service, program, or activity, you are entitled, at no cost to you, to certain assistance.

CONTACT THE COURT CLERK OR JUDGE: If you have a disability and need accommodation under the ADA participate in a court proceeding, service, or activity, please contact the court clerk's office (in advance whenever possible) or advise the trial judge assigned to your case. Requests for accommodations may be presented on the attached form, in another written format, or orally.

WHERE TO SUBMIT A REQUEST FOR ACCOMMODATION. Each county in Oklahoma has its own District Court. The ADA Coordinator contact information for this District Court location is provided on the ATTACHMENT. In addition, contact information for the court clerk and the judges in each county is available on www.OSCN.net > Courts. You may also contact the Administrative Office of the Courts at 405-556-9300 and ask for the contact information for the district court clerk or judge – be sure to specify the county you are calling about.

PROVIDE DETAILS. Be prepared to provide as much detail as possible, including the case number, the date of the proceeding, the nature of your disability and what accommodation you are seeking, and your contact information. You may submit your request via email, regular mail, by telephone, or in person at the court clerk's offices. You may also make your request to the trial judge assigned to your pending case (if applicable).

ADVANCE WRITTEN NOTICE IS RECOMMENDED. Make your request as far in advance as possible (at least seven (7) working days or more) prior to a scheduled court proceeding so arrangements for accommodation can be made. Requests coming in without sufficient notice may result in a delay of your court proceeding.

NOTIFY THE JUDGE. If you did not give advance notice before your proceeding, you may notify the trial judge assigned to your case if you wish to request an ADA accommodation. If you have already arranged for an accommodation with the court clerk, let the trial judge know when your case is called.

WHAT IS A REASONABLE ACCOMMODATION? A reasonable accommodation will depend upon your individual circumstances, and could be a modification in policies, practices, and procedures, or some form of aid or assistance. The court will generally provide appropriate aids and services for qualified persons with disabilities to have effective communication with the court, such as:

- A qualified sign language interpreter
- Documents in Braille or large print (where the court has the ability to do so)
- CART (computer assisted real-time transcription) (if available)
- Other ways of making information and communications accessible to people who have speech, hearing or vision impairments

Other examples of accommodations that the court might provide include:

- Allowing you to sit or stand in a location where you can see, hear, or focus better
- Minimizing background noises or distractions
- Adjusting the time of your hearing

- Having more frequent breaks
- Allowing time for you to take notes or ask questions
- Permitting service animals in courtrooms
- Allowing you to bring a trusted support person to assist you

ITEMS THE COURT IS NOT REQUIRED TO PROVIDE: Examples of aids or services the court is not required to provide as an accommodation under Title II of the Americans with Disabilities Act include:

- Transportation to and from the courthouse
- Legal counsel or advice
- An official transcript of a court proceeding (but transcripts may be purchased from the court reporter)
- Personal devices such as hearing aids, prescription eyeglasses, wheelchairs or mobility devices
- Personal services such as medical or attendant care
- Allowing anything other than a dog or miniature horse as a service animal

MUST ALL REQUESTS BE GRANTED? No. Some requests will not be granted. Other requests will need to be decided by the judge. The court may not grant requests that impact court procedures within a specific case, or the rights of other litigants. Requests for an extension of time, a change of venue, a procedural rule modification, or participation in court proceedings by telephone or videoconferencing must be submitted as a motion to the trial judge as part of the case. The judge may consider an individual's disability, along with other relevant factors in granting or denying the motion.

The Americans with Disabilities Act (ADA) does not require the court system to take any action that would fundamentally alter the nature of court programs, services, or activities, or that would impose an undue financial or administrative burden on the courts. The court cannot exceed the law in granting a request for an accommodation. For example, the court cannot extend the statute of limitations for filing an action because someone claims that he or she could not make it to the court on time due to a disability, nor can the court modify the terms of agreements among parties as an ADA accommodation.

ADDITIONAL INFORMATION MAY BE REQUESTED. If an individual has a disability that is not obvious, or when it is not readily apparent how a requested accommodation relates to an individual's impairment, additional information may be requested. The court may ask you to furnish documentation from your medical provider that (a) establishes the existence of a disability; (b) identifies your functional limitations; and (c) describes how the requested accommodation addresses those limitations. Any cost to obtain such documentation is the obligation of the person requesting the accommodation.

RESPONSE TO YOUR REQUEST AND REVIEW. Whenever possible, the local ADA Coordinator or the judge will respond to your request prior to your court appearance. If your request is denied and you feel that you have been discriminated against based upon a disability, you may submit a written request for review with the Presiding Judge or Chief Judge (as determined by the local court) to discuss your position and request reconsideration. ** The appropriate judge's contact information for this District Court location is provided on the ATTACHMENT.** Retaliation against any individual who files a complaint or grievance regarding discrimination or assists in an investigation of complaints is prohibited.

ACCESSIBILITY OF COURT BUILDINGS AND PHYSICAL FACILITIES. The courthouses for the Oklahoma state district courts are operated by the county. Questions relating to accessibility of physical facilities or court buildings for the district courts should be directed to the Board of County Commissioners for the county in which the courthouse is located.



**ADA ACCOMMODATION REQUEST - FORM
OKLAHOMA DISTRICT COURTS**

Please return this form as far in advance of your court proceeding as possible, but preferably at least seven (7) days before your scheduled court appearance or activity. Please submit this Request Form to the Court Clerk's office, to the attention of the local ADA Coordinator.

Date Request Submitted: _____ County where Court is Located: _____

Person needing accommodation Name: _____

Are you (select one): Defendant Plaintiff Litigant/Party Witness
 Juror Victim Attorney Other (specify): _____

Address: _____

Phone: _____ Email: _____

Person making this request (if other than person needing the accommodation)

Name: _____

Address: _____

Phone: _____ Email: _____

Relationship to person needing the accommodation: _____

Case Information (if applicable):

Case Number: _____ Judge: _____

Date/Time accommodation needed: _____

Accommodation requested: _____

Nature of disability that necessitates accommodation: _____

Office Use Only:

Accommodation: _____ Granted. _____ Denied. Requester notified (date): _____

Comments: _____