

**Supreme Court of Pennsylvania
Rules Committees**

AMERICANS WITH DISABILITIES ACT (TITLE II) POLICY

The Unified Judicial System of Pennsylvania (UJS) complies with Title II of the Americans with Disabilities Act (ADA) which provides that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” 42 U.S.C. § 12132. Pursuant to that requirement, if you are an individual with a disability who needs an accommodation in order to participate in any judicial proceeding or any other service, program, or activity of the UJS, you are entitled, at no cost to you, to the provision of certain assistance. The ADA does not require the Rules Committees to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

If you require an accommodation under the ADA, it is recommended that you make your request as soon as possible or at least three (3) business days before your scheduled participation in any court proceeding or UJS program or activity. All requests for accommodation, regardless of timeliness, will be given due consideration and, if necessary, may require an interactive process between the requestor and the Rules Committee to determine the best course of action.

To request a reasonable accommodation, please complete the *Request for Reasonable Accommodation Form* (attached) and return it to:

Karla M. Shultz, Esq.
ADA Coordinator
601 Commonwealth Avenue, Suite 6200
P.O. Box 62635
Harrisburg, PA 17106-2635
Ph: (717) 231-9555
Fx: (717) 231-9526

If you need assistance completing this form, contact the ADA Coordinator.

Complaints alleging violations of Title II under the ADA may be filed pursuant to the UJS Grievance Procedure with:

Daniel A. Durst
Chief Counsel - Rules Committees
601 Commonwealth Avenue, Suite 6200
P.O. Box 62635
Harrisburg, PA 17106-2635
Ph: (717) 231-9557
Fx: (717) 231-9558

A response will be sent to you after careful review of the facts.



**SUPREME COURT OF PENNSYLVANIA
 RULES COMMITTEES
 UNIFIED JUDICIAL SYSTEM OF PENNSYLVANIA**

AMERICANS WITH DISABILITIES ACT ACCOMMODATION (ADA) TITLE II REQUEST FOR REASONABLE ACCOMMODATION FORM
 (INCLUDES REQUEST FOR INTERPRETER FOR HEARING /SPEECH IMPAIRED)

Requestor Information

Name: _____

Phone: _____

Address: _____

Email: _____

Person Assisting Requestor (if different from above)

Name: _____

Phone: _____

Address: _____

Email: _____

Relationship to Requestor: _____

TTY: _____

Nature of Disability for which Accommodation is Requested: _____

Accommodation Requested: _____

Rules Topic (circle): Civil Criminal Orphans' Ct Appellate

Domestic Relations Juvenile Minor Ct Evidence All

I hereby certify that an Americans with Disabilities Act accommodation is required in the above-matter on the date stated.

Signature: _____

Date: _____

**Accommodation Report
(To be completed by UJS)**

A service request has been made for the requestor.

Service Provider Company: _____

Individual Interpreter Name (if applicable): _____

Phone: _____ **Fax:** _____

Email: _____ **Date Sent:** _____

I hereby verify that the services were performed by the provider on the date and time stated:

Date Performed: _____ **Time Performed:** _____

Signature: _____ **Date:** _____

**Supreme Court of Pennsylvania
Rules Committees**

AMERICANS WITH DISABILITIES ACT (TITLE II) GRIEVANCE PROCEDURE

This grievance procedure is established for the prompt resolution of complaints alleging any violation of Title II of the Americans with Disabilities Act (ADA) in the provision of services, programs, or activities by the Unified Judicial System (UJS). If you require a reasonable accommodation to complete this form, or need this form in an alternate format, please contact Karla Shultz, the ADA coordinator.

To file a complaint under the Grievance Procedure please take the following steps:

1. Complete the complaint form and return to:

Daniel A. Durst
Chief Counsel - Rules Committees
601 Commonwealth Avenue, Suite 6200
P.O. Box 62635
Harrisburg, PA 17106-2635
Ph: (717) 231-9557
Fx: (717) 231-9558

Alternative means of filing complaints will be made available for persons with disabilities upon request. The complaint should be submitted as soon as possible, but no later than sixty (60) calendar days after the alleged violation.

2. Within fifteen (15) calendar days of receipt of the complaint, Daniel Durst will investigate the complaint, including, meeting with the individual seeking an accommodation, either in person or via telephone, to discuss the complaint and the possible resolutions. Within fifteen (15) calendar days of the meeting, Daniel Durst will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio. The response will explain the position of the Supreme Court of Pennsylvania and offer options for substantive resolution of the complaint.

3. If the response to the complaint does not satisfactorily resolve the issue, the complainant may appeal the decision within fifteen (15) calendar days after receipt of the response to:

Mary Keane Vilter, Esq.
Coordinator, Court Access
Administrative Office of the Pennsylvania Courts
1515 Market Street, Suite 1414
Philadelphia, PA 19102
Ph: (215) 560-6657

Within fifteen (15) calendar days after receipt of the appeal, Mary Vilter will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, Mary Vilter will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

This grievance procedure is informal. An individual's participation in this informal process is completely voluntary. Use of this grievance procedure is not a prerequisite to and does not preclude a complainant from pursuing other remedies available under law.

The UJS Policy on Non-Discrimination and Equal Employment Opportunity also encompasses disability-related issues and provides complaint procedures for UJS court users. Any employment-related disability discrimination complaints will be governed by the UJS Policy on Nondiscrimination and Equal Employment Opportunity.



SUPREME COURT OF PENNSYLVANIA
UNIFIED JUDICIAL SYSTEM OF PENNSYLVANIA

**AMERICANS WITH DISABILITIES ACT (ADA) TITLE II
GRIEVANCE FORM**

Complainant Information

| | |
|--|---|
| Grievant Name: _____ Address: _____ | Home Phone (include area code): _____ Business Phone (include area code): _____ Mobile Phone (include area code): _____ |
|--|---|

Alternative Contact Person (other than Grievant)

| | |
|-----------------------------------|---|
| Name: _____ Address: _____ | Home Phone (include area code): _____ Business Phone (include area code): _____ Relationship To Client: _____ |
|-----------------------------------|---|

Court Service, Program or Facility Allegedly in Violation

Date and Location of Alleged Violation _____

Description of Alleged Violation and Requested Remedy _____

Has this case been filed with the Department of Justice or other government agency or court?

Yes No

If You Answered "Yes" to the Previous Question, Complete the Following

| | |
|---|--|
| Agency or Court: _____ Address: _____ | Contact Person: _____ Phone (include area code): _____ Date Filed: _____ |
|---|--|

Other Comments _____

Signature: _____ Date: _____