

15th JUDICIAL CIRCUIT

Request for Accommodation under the Americans with Disabilities Act

Date: _____

Name of person requesting accommodation: _____

Address: _____

Daytime phone number: _____ E-mail _____

Type of accommodation requested (please be specific): _____

Date accommodation is needed: _____

Location where accommodation is needed: _____

Please send a copy of the completed form by mail to:

**Court Disability Coordinator
Office of the Chief Judge
106 S. 5th St., Ste. 306A
Oregon, IL 61061
Phone:(815)732-1197**

Please sign to verify the foregoing information: _____

Please print name: _____

Office Use Only:

Accommodation: _____ granted: _____ denied: _____

Requestor notified on: _____

Type of accommodation: _____

Comments: _____

15th Judicial Circuit Court
Americans With Disabilities Act (ADA)
Policy and Procedures

REQUESTS FOR ACCOMODATIONS BY PERSONS WITH DISABILITIES

Policy Statement

It is the policy of this Court to assure that qualified individuals with disabilities have equal and full access to the judicial system including Court proceedings, services, programs, activities and employment. Nothing in this policy shall be construed to impose limitations or to invalidate the remedies, rights, and procedures accorded to any qualified individuals with disabilities under state or federal law.

A. Contact Information

Court Disability Coordinator
Court Administration
Ogle County Judicial Circuit
106 S. 5th St., Ste. 306A
Oregon, IL 61061
(815)732-1197

B. Request for Accommodation

The CDC shall provide a request form to individuals who wish to request services or accommodations for persons with disabilities. The request form shall be available on the court's website.

Whenever possible, a request for accommodation or services shall be made fourteen (14) days in advance of the proceeding. The request shall be as specific as possible and include a description of the accommodation sought and the date the accommodation is

needed. The request shall be mailed to the Court Disability Coordinator or completed online.

The CDC will give “primary consideration” to the request of individuals with disabilities. “Primary consideration” means that the Court will honor the choice of the individual, unless it demonstrates that another equally effective accommodation is available, or that the requested accommodation would result in a fundamental alteration of Court activities or undue financial and administrative burdens.

C. Grant/Denial of Accommodation

The applicant will be informed of the decision of the Court that the request for accommodations is granted or denied, in whole or in part, by the CDC within ten (10) days from the date the request was received.