

Superior Court of California, County of Contra Costa**American Disability Act Accommodation****ADA Site Coordinator:**

Teri Branco

Phone 925-646-4099

Fax 925-957-5626

Requests for Accommodations by Persons with Disabilities

It is the intent of this Court to assure that qualified individuals with disabilities have equal and full access to the judicial system including court proceedings, services, programs, and activities.

Requests for Accommodation in Court Proceedings

People requesting accommodation(s) should write to the court using form MC-410, which they can get by contacting the clerk at any branch location or from the ADA site coordinator. Applications should be submitted to the ADA site coordinator for review.

- All applications for accommodations should include a description of the accommodation sought, along with a statement of the impairment that necessitates such accommodation. The court, in its discretion, may require the applicant to provide additional information about the qualifying impairment.
- Applications should be made as far in advance of the requested implementation date as possible, and in any event no less than 5 days prior to the requested implementation date. The court may, in its discretion, waive this requirement.

Grant of Accommodation:

The applicant will be informed in writing if the request for accommodations is granted or denied, in whole or in part, and the nature of the accommodation to be provided, if any.

Denial of Accommodation:

An application may be denied only if the court finds that:

- The applicant has failed to satisfy the requirements of this rule; or
- The requested accommodation(s) would create an undue financial or administrative burden on the court; or
- The requested accommodation(s) would fundamentally alter the nature of the service, program, or activity.

Review Procedure

An applicant in the proceeding in which an accommodation has been denied or granted may seek review of a decision made by non-judicial court personnel within 10 days of the date of the notice of denial or grant by submitting a request for review of the court.

Duration of Accommodations

The accommodations by the court will begin on the date indicated in the notice of accommodation and will remain in effect for the period specified in that notice. The court may grant accommodations for indefinite periods of time or for a particular matter or appearance.

Definitions

“Qualified individuals with disabilities” means persons covered by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.); Civil Code section 51 et seq.; and other related state and federal laws; and includes individuals who have a physical or mental impairment that substantially limits one or more of the major life activities; have a record of such an impairment; or are regarded as having such an impairment.

“Applicant” means any lawyer, party, witness, juror, or any other individual with an interest in attending any proceeding before any court of this state.

“Accommodation(s)” may include, but are not limited to, making reasonable modifications in policies, practices, and procedures; furnishing, at no charge, to the qualified individuals with disabilities, auxiliary aids and services, which are not limited to equipment, devices, materials in alternative formats, and qualified interpreters or readers; and making each service, program, or activity, when viewed in its entirety, readily accessible to and usable by qualified individuals with disabilities requesting accommodations. While not requiring that each existing facility be accessible, this standard, known as “program accessibility, must be provided by methods including alteration of existing facilities, acquisition or construction of additional facilities, relocation of a service or program to an accessible facility, or provision of services at alternate sites.

The “section” means this section regarding requests for accommodations in state courts by qualified individuals with disabilities.

“Confidentiality” applies to the identity of the applicant in all oral or written communications, including all files and documents submitted by an applicant as part of the application process.

Nothing in this document 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.