

If you have a disability and need an accommodation while you are at court, you can use this form to make your request. For more information, see form

Clerk receives and date stamps here.



Make this request at least **5 days** (when the court is open) before you need the accommodation.

Court Name and Address:

1 Your information

Name: _____
 Address: _____

 Phone: _____
 Email: _____

Case Number (if you know it):

Case Name/Type (if you know it):

2 How are you involved in the case?

- Juror Party Witness Lawyer
 Other (explain): _____

3 When and where do you need the accommodation? [date(s), time(s), and court location]

4 What accommodation do you need at the court?

5 Why do you need this accommodation to assist you in court?

More information on this request is attached.

Date: _____

 Type or print name


 Signature

(Optional) If a court employee, caregiver or other person helped fill out this form and is **willing to provide more information if needed**, provide contact information below:

Name: _____ Email: _____ Phone: _____



Case Number (if you know it):

Name: _____

----- **Court fills out below** -----



(Optional)

Important! If your case is delayed or dismissed after you make this request and you do not need the accommodation for the date you specified under 3, please contact the court at:

Phone: _____

Email: _____

Your request is **GRANTED**. The court will provide the accommodation(s) requested.

Your request is **DENIED IN WHOLE OR IN PART**. The denied portion of your request:

- Does not meet the requirements of _____
- Creates an undue financial or administrative burden for the court.
- Changes the basic nature of the court's service, program, or activity.

Explain the reasons supporting the box(es) checked above:

Instead, the court will provide the following accommodation(s):

The court will provide the accommodation(s):

For the date(s) and time(s) requested Indefinitely

On date(s): _____

More information on this decision is attached.

Date: _____

Type or print name

▶ _____
Signature

The court responded in person, by phone, or mail/email on: _____

Note: You may be able to ask for a review of this decision. _____ explains how to do this.

