

**STATE OF ILLINOIS
SECOND JUDICIAL CIRCUIT
POLICY ON ACCESS FOR PERSONS WITH DISABILITIES**

I. Introduction

The Americans with Disabilities Act (ADA), a federal civil rights statute for individuals with disabilities, requires all state and local governmental entities, including the courts, to accommodate the needs of individuals with disabilities to ensure equal access to court activities, programs, and services (programs). The Second Judicial Circuit Court (Circuit Court) has adopted the following policy and procedures to ensure reasonable accommodations, auxiliary aids, and services to persons with disabilities who wish to participate in Circuit Court programs.

II. Policy

It is the policy of the Circuit Court to ensure that communications with and accommodations for individuals with disabilities and without disabilities are equally effective, consistent with the requirements of Title II of the ADA. Whenever necessary, the Circuit Court will provide, free of charge, the appropriate auxiliary aids and services to ensure that individuals with disabilities have an equal opportunity to participate in and benefit from any Circuit Court program. This policy applies to all members of the public who seek to participate in the Circuit Court's programs.

III. Court Disability Coordinators

Pursuant to Second Judicial Circuit Administrative Order No. 2011-18, each Circuit Clerk in the Second Judicial Circuit is appointed as Court Disability Coordinator for his/her respective county.

IV. Services and Accommodations

Auxiliary aids and services include a wide range of services and devices that promote effective communication with persons with disabilities. Examples of auxiliary aids and services for individuals with disabilities include qualified sign language interpreters, assistive listening devices, and real-time transcription services. The Circuit Court may also provide any other reasonable accommodation necessary to permit a person with impairments or disabilities to fully and equally participate in or to observe Circuit Court programs.

V. Notice that Accommodations are Available

The Court Disability Coordinator (CDC) for each respective county in the Second Judicial Circuit shall provide notice that appropriate accommodations are available to

ensure that individuals with disabilities have an equal opportunity to participate in Circuit Court programs by posting notice containing the information on the form attached as Exhibit A in the respective Circuit Clerk's Offices and on the Second Judicial Circuit's website at www.illinoissecondcircuit.info.

VI. Request for Accommodations

The CDC shall provide a request form to individuals who wish to request services or accommodations for persons with disabilities. The request form, attached as Exhibit B, shall be available on the Second Circuit's website and in the respective Circuit Clerk's offices in the Second Judicial Circuit.

Whenever possible, a request for accommodation or services shall be made fourteen (14) days in advance of the proceeding or program. 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 or emailed to the CDC for the county wherein the request is being made. A list of the Second Judicial Circuit Court Disability Coordinators for each county is attached as Exhibit D. The CDC shall respond in writing, and, where appropriate, in a format accessible to the requestor, within seven (7) days from the date the request was received.

The CDC will give "primary consideration" to the request of individuals with disabilities. "Primary consideration" means that the Circuit 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 Circuit Court activities or undue financial and administrative burdens.

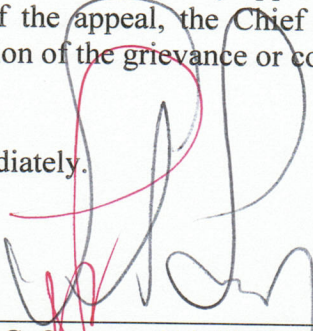
VII. Grievance Procedure

Individuals have the right to file a grievance when they believe the Circuit Court and its employees have not complied with the provisions of this policy or the request for accommodations procedure. The grievance shall be filed within seven (7) days after the person filing the complaint becomes aware of the action or inaction. A complaint shall be in writing, using the Circuit Court's grievance form, attached as Exhibit C. The grievance shall contain the name and address of the person filing the complaint, and briefly describe the alleged violation. The complaint may be mailed or emailed to the attention of the CDC.

Within seven (7) days after receipt of a grievance, the CDC, or a designee may meet with the grievant, either in person or by telephone, to discuss the complaint and possible resolutions, if the CDC or designee determines such a meeting would be helpful to a determination. Within seven (7) days after the meeting, or within fourteen (14) days after receipt of the complaint if there is no meeting, the CDC shall respond in writing, and, where appropriate, in a format accessible to the grievant.

If the response by the CDC does not resolve the issue to the satisfaction of the grievant, the grievant may within seven (7) days of the date of the CDC's written response, appeal the decision to the Chief Judge of the Second Judicial Circuit, c/o Court Disability Coordinator, at the mail or email address provided on Exhibit D. Any appeal shall be in writing. Within fourteen (14) days after receipt of the appeal, the Chief Justice will respond in writing to the grievant with a final resolution of the grievance or complaint.

Adopted February 7, 2013, effective immediately.



Stephen G. Sawyer, Chief Judge
Second Judicial Circuit

**State of Illinois
Second Judicial Circuit**

Notice of Accommodation Availability

NEED ACCOMMODATION FOR A DISABILITY?

Hearing, Visual, and other assistance may be arranged

Contact the appropriate Court Disability Coordinator in the county where the request is being made. A list of the Second Judicial Circuit Court Disability Coordinators for each county is attached as Exhibit D.

It is the policy of the Second Judicial Circuit that:

- Communications with individuals with disabilities are as effective as communications with individuals without disabilities;
- Individuals with disabilities have an equal opportunity to participate in and benefit from all Second Judicial Circuit Court activities.

If you require accommodations, auxiliary aids, or other services in order to participate in Circuit Court activities, please make your request to the appropriate Court Disability Coordinator.

Requests shall be made in writing on forms provided by the Circuit Court.

Copies of the following documents are available upon request in the Circuit Clerk's Office and on the Second Judicial Circuit website: www.illinoissecondcircuit.info.

- Policy on Access for Persons with Disabilities
- Request for Accommodations Form
- Grievance Form

EXHIBIT A

State of Illinois
Illinois Second Judicial Circuit

**Request for Accommodation under the Americans with Disabilities Act
(REQUEST TO REMAIN CONFIDENTIAL)**

Date: _____

Please Print:

Name of person requesting accommodation: _____

Address: _____

Daytime phone number: _____ Email: _____

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 the appropriate Court Disability Coordinator/Circuit Clerk from Exhibit D:

Please sign to verify the foregoing information: _____

Please print name: _____

Office Use Only:

Accommodation: _____ granted: _____ denied: _____

Requestor notified on: _____ via: _____

Type of accommodation: _____

Comments: _____

EXHIBIT B

**State of Illinois
Second Judicial Circuit**

**Americans with Disabilities
Grievance Form**

Date: _____

Name of grievant: _____

Address: _____

Daytime Phone Number: _____ Email: _____

Type of Accommodation requested: _____

Description of the alleged violation (please be specific): _____

Please send a copy of the completed form by mail to the appropriate Court Disability Coordinator/Circuit Clerk from the list in Exhibit D:

Signature: _____

Print Name: _____

Date: _____

EXHIBIT C

**COURT DISABILITY COORDINATOR
(Circuit Clerk)**

CRAWFORD COUNTY

Angie Reinoehl
Crawford County Courthouse
P. O. Box 655
Robinson, IL 62454
Office: (618) 544-3512
Fax: (618) 544-5628

EDWARDS COUNTY

Patsy Taylor
Edwards County Courthouse
50 E. Main Street
Albion, IL 62806
Office: (618) 445-2016
Fax: (618) 445-4943

FRANKLIN COUNTY

Nancy Hobbs
Franklin County Courthouse
P. O. Box 485
Benton, IL 62812
Office: (618) 439-2011
Fax: (618) 439-4119

GALLATIN COUNTY

Brittney Capeheart
Gallatin County Courthouse
P. O. Box 249
Shawneetown, IL 62984
Office: (618) 269-3140
Fax: (618) 269-4324

HAMILTON COUNTY

Beth Sandusky
Hamilton County Courthouse
100 S. Jackson Street
McLeansboro, IL 62959
Office: (618) 643-3224
Fax: (618) 643-3455

HARDIN COUNTY

Nancy Pennell
Hardin County Courthouse
P. O. Box 308
Elizabethtown, IL 62931
Office: (618) 287-2735
Fax: (618) 287-2713

JEFFERSON COUNTY

John Scott
Jefferson County Courthouse
P. O. Box 1266
Mt. Vernon, IL 62864
Office: (618) 244-8008
Fax: (618) 244-8029

LAWRENCE COUNTY

Peggy Frederick
Lawrence County Courthouse
1100 State Street
Lawrenceville, IL 62439
Office: (618) 943-2815
Fax: (618) 943-5205

RICHLAND COUNTY

Zachary Holder
Richland County Courthouse
103 W. Main #21
Olney, IL 62450
Office: (618) 392-2151
Fax: (618) 392-5041

WABASH COUNTY

Angela Crum
Wabash County Courthouse
P. O. Drawer 997
Mt. Carmel, IL 62863
Office: (618) 262-5362
Fax: (618) 263-4441

WAYNE COUNTY

Sharon Gualdoni
Wayne County Courthouse
307 E. Main
Fairfield, IL 62837
Office: (618) 842-7684
Fax: (618) 842-2556

WHITE COUNTY

Kelly Fulkerson
White County Courthouse
301 E. Main Street
P. O. Box 310
Carmi, IL 62821
Office: (618) 382-2321
Fax: (618) 382-2322

EXHIBIT D