

**STATE OF ILLINOIS
FOURTH 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 Fourth Judicial Circuit of Illinois (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. 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.

IV. Notice that Accommodations are Available

The Court Disability Coordinator (CDC) 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 Circuit Clerk's office and on the Fourth Judicial Circuit website. A list of the Fourth Judicial Circuit Court Disability Coordinators for each county is attached as Exhibit D.

V. 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 Fourth Judicial Circuit website.

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 to the Court Disability Coordinator for the county wherein the request is being made. A list of the Fourth 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.

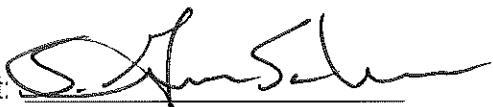
VI. Grievance Procedure

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 e-mailed 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 Fourth Judicial Circuit, c/o Court Disability Coordinator, at the mail or e-mail address provided on Exhibit D. Any appeal shall be in writing. Within fourteen (14) days after receipt of the appeal, the Chief Judge will respond in writing to the grievant with a final resolution of the grievance or complaint.

Effective on January 11, 2013 by adoption by vote of the Judges of the 4th Judicial Circuit.

Attest: 
S. Gene Schwarm
Chief Judge

**STATE OF ILLINOIS
FOURTH JUDICIAL CIRCUIT
NOTICE OF ACCOMODATION AVAILABILITY**

NEED ACCOMMODATION FOR A DISABILITY?

Hearing, Visual, and other assistance may be arranged.

Contact the Court Disability Coordinator, c/o Circuit Clerk, _____ or
(e-mail address)

It is the policy of the Fourth Judicial Circuit of Illinois 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 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 Court Disability Coordinator.

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

Copies of the following documents are available upon request in the Circuit Clerk's office and on the Fourth Judicial Circuit website: www.fourthcircuitil.com

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

EXHIBIT A

STATE OF ILLINOIS
FOURTH JUDICIAL CIRCUIT - _____ COUNTY

**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: _____ 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
Circuit Clerk's Office

Or by e-mail to: _____

Phone: _____ TDD: _____

Please sign to verify the foregoing information: _____

Please print name: _____

Office Use Only:

Accommodation: _____ granted: _____ denied: _____

Requestor notified on: _____ via: _____

Type of Accommodation: _____

Comments: _____

STATE OF ILLINOIS
FOURTH JUDICIAL CIRCUIT - _____ COUNTY

American with Disabilities
Grievance Form

Date: _____

Name of grievant: _____

Address: _____

Daytime Phone Number: _____ E-mail: _____

Type of accommodation requested: _____

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

Please send a copy of the completed grievance form to:

Court Disability Coordinator
Circuit Clerk's Office

Or by e-mail to: _____

Phone: _____ TDD: _____

Signature: _____

Print Name: _____

Date: _____

EXHIBIT C

**COURT DISABILITY COORDINATOR
(Circuit Clerk)**

CHRISTIAN COUNTY

Julie Mayer
P.O. Box 617
Taylorville, IL 62568
Office (217) 824-4966
Fax (217) 824-5030

CLAY COUNTY

Crystal Ballard
P.O. Box 100
Louisville, IL 62858
Office (618) 665-3523
Fax (618) 665-3543

CLINTON COUNTY

Rod Kloeckner
Courthouse – 815 Fairfax
Carlyle, IL 62231
Office (618) 594-0154
Fax (618) 594-0197

EFFINGHAM COUNTY

John Niemerg
Effingham County Government Center
120 W. Jefferson – Suite 101
Effingham, IL 62401
Office (217) 342-4065
Fax (217) 342-6183

FAYETTE COUNTY

Kathy Emerick
Courthouse
Vandalia, IL 62471
Office (618) 283-5009
Fax (618) 283-4490

JASPER COUNTY

Jamie Blake
Courthouse
Newton, IL 62448
Office (618) 783-2524
Fax (618) 783-8626

MARION COUNTY

Ronda Yates
Courthouse
Salem, IL 62881
Office (618) 548-3856
Fax (618) 740-0118

MONTGOMERY COUNTY

Holly Lemons
Courthouse
Hillsboro, IL 62049
Office (217) 532-9546
Fax (217) 532-9903

SHELBY COUNTY

Susan Arthur
Courthouse
Shelbyville, IL 62565
Office (217) 774-4212
Fax (217) 774-4109