

**ST. LOUIS COUNTY CIRCUIT COURT  
21<sup>ST</sup> JUDICIAL CIRCUIT  
STATE OF MISSOURI**

**ADA TITLE II ACCOMMODATION REQUEST FORM**

1. Date request submitted \_\_\_\_\_

2. Name of Person needing accommodations \_\_\_\_\_

Are you (please check one)

Plaintiff/Petitioner

Defendant/Respondent

Witness

Juror

Victim

Attorney

Other (please specify) \_\_\_\_\_

3. Contact information for person needing accommodation

Street or P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number (include area code) \_\_\_\_\_

Email Address \_\_\_\_\_

4. Name of Person making request (if other than the person needing the accommodation) \_\_\_\_\_

Street or P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number (include area code) \_\_\_\_\_

Email Address \_\_\_\_\_

Relationship to person needing accommodation \_\_\_\_\_

5. Style of Case (i.e. John Brown vs. Joan Doe) \_\_\_\_\_

Case Number \_\_\_\_\_

Date accommodation needed \_\_\_\_\_

Time accommodation needed \_\_\_\_\_

Location accommodation needed at \_\_\_\_\_

Duration for which the accommodation is requested \_\_\_\_\_

6. Nature of disability that necessitates accommodation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Accommodation requested

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you are unsure about the accommodation you need, describe how your disability affects you. Example, “I may have a problem understanding the proceeds and remembering information, due to a stroke. I may need more explanation or extra time to answer questions.”**

NOTE: If you are involved in more than one court case, you must submit a separate Accommodation Request Form for each case.

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**INSTRUCTIONS**

**RIGHT TO ACCOMMODATION**

If you are an individual with a disability who needs an accommodation in order to participate in a court proceeding or other court service, program or activity, you are entitled, at no cost to you, to the provision of certain assistance. Requests for accommodations may be presented on this form and forwarded to: ADA Coordinator, Circuit Court of St. Louis County, 105 South Central Avenue, Clayton, Missouri, 63105; email to [SLCADA@courts.mo.gov](mailto:SLCADA@courts.mo.gov); or fax at 314-615-8739. The Request should be made as far in advance as possible, but preferably at least ten (10) working days before your scheduled court appearance or other court activity. However, a response to an immediate need for accommodation will be provided to the fullest extent possible.

Upon request by a qualified individual with a disability, this document will be made available in an alternate format. If you need assistance in completing this form due to your disability, or to request this document in an alternate format, please contact the ADA Coordinator at either one of the above alternatives, or by telephone at 314-615-8039.

**ADA ACCOMMODATIONS PROVIDED**

Pursuant to Title II of the Americans with Disabilities Act, St. Louis County Circuit Court will make reasonable modifications in policies, practices, and procedures; furnish auxiliary aids and services; and afford program accessibility through the provision of accessible facilities, the relocation of services or programs, or the provision of services at alternative sites, as appropriate and necessary.

Examples of auxiliary aids or services that the Court may provide for qualified individuals with disabilities include:

Assistive listening devices;

Qualified ASL or other types of interpreters for persons with hearing loss;

Communication access real-time translation / Real-time transcription services;

Accessible formats such as large print, Braille, electronic document, or audio tapes;

Qualified readers; and

Removal of physical barriers.

Accommodations provided by the court are made at no cost to qualified individuals with disabilities.

### **AIDS/SERVICES COURT CANNOT ADMINISTRATIVELY GRANT AS ADA ACCOMMODATIONS**

Examples of aids or services the court cannot provide as an accommodation under Title II of the Americans with Disabilities Act include:

Transportation to and from the courthouse;

Legal counsel or advice;

Wheelchairs;

An official transcript of a court proceeding;

Personal devices such as hearing aids or prescription eyeglasses;

Personal services such as medical or attendant care; and

Readers for personal use or study.

Additionally, the courts cannot administratively grant, as an ADA accommodation, requests that impact court procedures within a specific case. Requests for an extension of time, a change of venue, or participation in court proceedings by telephone or videoconferencing must be submitted by written motion to the presiding judge as part of the case. The judge may consider an individual's disability, along with other relevant factors, in granting or denying the motion.

Furthermore, the court cannot exceed the law in granting a request for an accommodation. For example, the court cannot extend the statute of limitations for filing an action because someone claims that he or she could not make it to the court on time due to a disability, nor can the court modify the terms of agreements among parties as an ADA accommodation.

Finally, the Americans with Disabilities Act (ADA) does not require the court system to take any action that would fundamentally alter the nature of court programs, services, or activities, or that would impose an undue financial or administrative burden on the courts.

## **DOCUMENTATION OF THE NEED FOR AUXILIARY AIDS AND SERVICES**

If an individual has a disability that is not obvious, or when it is not readily apparent how a requested accommodation relates to an individual's impairment, it may be necessary for the court to require the individual to provide documentation from a qualified health care provider in order for the court to fully and fairly evaluate the accommodation request. These information requests will be limited to documentation that (a) establishes the existence of a disability; (b) identifies the individual's functional limitations; and (c) describes how the requested accommodation addresses those limitations. Any cost to obtain such documentation is the obligation of the person requesting the accommodation.