



GILA VALLEY CONSOLIDATED MUNICIPAL COURT (SAFFORD – THATCHER -PIMA)

702 S. 8TH AVENUE – SAFFORD, AZ 85546 – Phone: (928) 432-4090

ADA REQUEST FOR ACCOMMODATION INSTRUCTIONS

Filing a Request for Accommodations

In accordance with the requirement of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Gila Valley Consolidated Municipal Court will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

The Gila Valley Consolidated provides reasonable accommodations or modifications to court policies, practices, and procedures upon request to qualified individuals with disabilities who require such accommodations or modifications to participate in court services. The Court is not required to take any action, which would result in a fundamental alteration to the nature of a service, program or activity or cause undue financial or administrative burdens.

Instructions for Requesting an Accommodation

1. Complete all of the necessary information below. Please print or type clearly.
2. Submit the completed form to the Court **at least 10 calendar days** prior to the event you will be attending. The Court’s ADA Coordinator or designee will review and respond to your request as soon as reasonably possible, absent unforeseen difficulties.

If you need help completing the form, please contact the ADA Coordinator. Alternative means of submitting an accommodation request, such as by personal interview or a tape recording, will be made available to qualified individuals with disabilities upon request.

Submitting Your Request

You may submit by fax: (928) 348-3180 – Attention ADA Coordinator

You may submit by mail: GVC Municipal Court, 702 S. 8th Ave, Safford, AZ 85546 - **Attention ADA Coordinator**

You may submit in person: Bring the completed form to the Court and a Court Clerk will assist you.

Getting a Response: Absent unforeseen difficulties, The Courts ADA Coordinator will as soon as reasonable possible provide a response to the request for accommodation. The response will be mailed to the address indicated above, via the United States mail. It is very important that you include your complete mailing address, clearly explain your needs AND submit your request in a timely manner.



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ADA REQUEST FOR ACCOMMODATION FORM

Applicant Information

Applicant name: _____

Mailing Address: _____
Address *City* *State* *Zip*

Telephone Number: _____

Applicant is: Juror Witness Party Attorney Other: _____

Accommodation is requested for:

Case Name (if applicable): _____

Case Number: _____

Reason for Visit (Examples, trial, arraignment, pre-trial conference)

Start Date of Accommodations Needed: _____ Time: _____

End Date of Accommodations Needed: _____

Accommodation request:

The applicant requests accommodations under Title II of the American with Disabilities Act, as follows:

Impairment necessitating accommodation (specify):

Type of accommodation request (specify):

Special request or anticipated problems (specify):

In addition to the basic application information, the ADA Coordinator may need to better understand the nature of your disability and how it impacts your ability to actively participate in the court environment. We reserve the right to request documentation from the appropriate medical or psychological provider that identifies your disability and provides sufficient information regarding the limitations of the disability. This information will also assist the court to provide you with the appropriate accommodation.

Printed Name

Signature

Date



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RESPONSE TO ADA REQUEST FOR ACCOMMODATION

Name of Applicant: _____

- The request for accommodation is GRANTED
- The request for accommodation is DENIED because:
 - The Applicant does not satisfy the requirements of Title II.
 - It would create an undue burden on the court.
 - It would fundamentally alter the nature of the court service, program, or activity.

Additional remarks:

ADA Coordinator (or Designee)

Date

Grievance Procedures: *If you are dissatisfied with the response to your request, you may use the Grievance Procedures described in GVC Municipal Court "Notice of Court Access Information for Persons with Disabilities." Grievances must be filed within 60 days of the alleged discriminatory act. You may also use any other remedy allowed under federal or state law by filing a complaint with the appropriate federal or state agency.*