

Request for Accommodation for Persons with Disabilities

Generally.

- Courts provide accommodation for persons with disabilities who require assistance in order to participate fully in a court proceeding.
- Accommodation requests are granted to any person with a disability for whom such accommodation is necessary under the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §§ 12101-12213), the Washington Law Against Discrimination (RCW 49.60 et seq.), or other similar local, state, or federal laws.
- Washington State General Rule (GR) 33 sets forth the formal procedure.
- If you are entitled to receive an accommodation under GR33, primary consideration will be given to the accommodation you request. If the requested accommodation is not provided, the court may offer an alternative.
- It is best to give the court advance notice of any needed accommodation, especially if it may take the court time to acquire and provide the help you need. If you are unable to provide advance notice of your need for accommodation, the court will attempt to provide the accommodation anyway, but may be less likely to have the requested accommodation available. See the timelines below.
- NOTE: Courts may also utilize informal approaches to providing accommodation. For example, some assistive devices may be available upon request.

Procedure for Requesting Accommodation. To request an accommodation, complete the **Request for Accommodation Form**, and return to the Court Administrator at Spokane Municipal Court, 1100 West Mallon Avenue, Spokane, WA 99260 along with any documents you want the court to consider, such as medical records.

If you provide medical and other health information, you must attach your information to form WPF All Cases 01.0300, Sealed Medical and Health Information (Cover Sheet). Your medical and other health information will be automatically sealed (kept private) when you submit the information under the cover sheet.

(Form Approved by the Washington State Administrative Office of the Courts Pursuant to GR 33 – 06/2012)

REQUEST FOR ACCOMMODATION BY PERSONS WITH DISABILITIES & REVIEW AND ACTION BY THE COURT

If you need assistance completing this form, contact the Court Administrator at (509) 625-4450.

Timing. If you submit your request 5 or more days before the scheduled date of the proceeding for which you seek accommodation and you are entitled to the accommodation under GR33, your request will be granted unless it is impossible for the court to provide the requested accommodation on the date needed, and the proceeding cannot be continued without prejudice to a party.

If you submit your application fewer than 5 days before the proceeding is scheduled, and you are entitled to accommodation under GR33, your request will be granted unless it is impractical for the court to provide the requested accommodation on the date needed, and the proceeding cannot be continued without prejudice to a party.

Decision. The court will inform you of its decision to grant or deny the request for accommodation, either in writing or on the record. If the request for accommodation is denied, the court must specify the reason for denial. Under GR 33, a request for accommodation may be denied if the court finds that:

- The applicant has failed to satisfy the substantive requirements of GR 33;
- The requested accommodation would create an undue financial or administrative burden;
- The requested accommodation would fundamentally alter the nature of the court, service, program or activity; or
- Permitting the applicant to participate in the proceeding with the requested accommodation would create a direct threat to the health or safety or well being of the applicant or others.

Request for Accommodation

Request No.: _____
(Court, Sequential Number)

1. Case No: _____ Date: _____

Case Name: _____

2. Name of Person Requesting: _____

Address: _____ Phone No.: _____
(Mailing Address) (Area Code, Phone Number)

_____ E-mail: _____
(City, State, Zip Code)

3. I am participating in a court proceeding/activity as a (check all that apply):

Petitioner/Plaintiff Defendant/Respondent Attorney

Witness Juror Observer

The proceeding is:

trial motion other: _____

Other *(specify interest in or connection to proceeding, if any)* _____

4. List all known dates/times the accommodation(s) will be needed (specify):

5. Please describe the disability for which you are requesting an accommodation.

6. What accommodation are you requesting? Please explain why this specific accommodation is necessary.

7. Please provide any information that would help the court respond to your request.

8. How do you want to be informed of the status of your request for accommodation?

Phone Writing E-mail In person

Other (specify): _____

Date: _____



(Signature of Person Requesting)

(Print Name of Person Requesting)

Review and Action by the Court

(For Court Use Only-Copy of completed form should be maintained for future reference.)

Request No.: _____
(Court, Sequential Number)

Accommodation Request Form received: _____
(Date)

Additional information requested: _____
(Date)

Additional information received: _____
(Date)

Type of proceeding: Criminal Civil
 trial motion ex parte family law other _____

Requested Accommodation Denied: _____
(Date)

- Fails to satisfy the requirements of GR 33 (specify)
- Creates an undue burden on the court
- Fundamentally alters the nature of the service, program or activity
- Permitting the applicant to participate in the proceeding with the requested accommodation creates a direct threat to the safety or well-being of the person requesting or others.

Basis for Finding: _____

Requested Accommodation Granted: _____
(Date)

- In whole In part (specify) Alternative (specify)

Dates accommodation will be provided:

Person requesting notified on: _____
(Date)

Notification achieved via:

Phone Writing E-mail In person Other (specify):

Date: _____

➤ _____
(Signature of Court Official)

(Type or Print Name of Court Official)