

INSTRUCTIONS

REQUESTS FOR ACCOMMODATION BY PERSONS WITH DISABILITIES

California Rules of Court, 1.100

POLICY: It is the Policy of the Superior Court of California, County of Monterey (the Court) to assure that individuals with disabilities have equal and full access to the judicial system. To ensure effective communications, individuals seeking an accommodation are asked to make requests to the Court as outlined below. Court Administration and designated employees will furnish appropriate aids and/or services as feasible.

THE PROCESS FOR REQUESTING AN ACCOMMODATION IS AS FOLLOWS:

- (1) Submit a Request for Accommodation to the Clerk's Office at any of our Court locations below, or to the ADA Coordinator, by using a Judicial Council Form MC-410, another written format, or orally. Your request will be forwarded to the Court's ADA Coordinator.

Salinas: 240 Church Street, Salinas, CA. 93901

Monterey: 1200 Aguajito Road, Monterey, CA. 93940

Marina: 3180 Del Monte Blvd., Marina, CA. 93933

- (2) The Request for Accommodation must include a description of the accommodation sought, along with a statement of the impairment that necessitates the accommodation. The Court may require additional information about the qualifying impairment.
- (3) A Request for Accommodation should be made as far in advance as possible and at least five (5) court business days before the requested implementation date, if possible. This will allow the Court adequate time to schedule and/or implement the accommodation. (The Court may waive this 5-day requirement.)
- (4) Submit the request to the Superior Court of California, County of Monterey:

In Person --- at any of the above Court locations

By Mail --- send to any of the above Court locations

By Fax --- fax to 831-775-5494

By E-mail --- send to ADACoordinator@monterey.courts.ca.gov

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- (5) The applicant's identity and confidential information will not be disclosed to the public or to persons other than those involved in the accommodation process. Confidential information includes all medical information pertaining to the applicant, and all oral or written communication from the applicant concerning the request for accommodation.

Please Note: Communications under this rule must address only the accommodation requested by the applicant and must not address, in any manner, the subject matter or merits of the proceedings before the Court.

RESPONSE TO ACCOMMODATION REQUEST:

The Court will inform the applicant by telephone and/or in writing of the following:

- (a) That the Request for Accommodation is granted or denied, in whole or in part;
- (b) If the Request for Accommodation is denied, the reason for the denial;
- (c) That an alternative accommodation is granted; and
- (d) The nature of any accommodation to be provided, and the duration of the accommodation.

REVIEW PROCEDURE:

In accordance with the California Rules of Court, an applicant or any participant in the proceedings in which an accommodation request has been denied or granted in part may seek review of a determination made by non-judicial Court personnel within ten (10) days of the date of the response by submitting, in writing, a request for review to the Presiding Judge or designated judicial officer.

An applicant or any participant in the proceeding in which an accommodation request has been denied or granted may seek review of a determination made by a Presiding Judge or another judicial officer within ten (10) days of the date of the notice of determination by filing a petition for extraordinary relief in the Court of Appeal for the Sixth District of California.