



16th JUDICIAL CIRCUIT COURT Notice of Accommodation Availability

NEED ACCOMMODATION FOR A DISABILITY?

Hearing, visual, and other assistance may be arranged.

Contact: **16th Judicial Circuit Court Disabilities Coordinator**
Office of the Chief Judge of the 16th Judicial Circuit
Kane County Judicial Center
37W777 Route 38, Suite 301
St. Charles, Illinois 60175
(630) 406-7457 or (630) 232-3440

or

send e-mail to: ChiefJudgeOffice@16thcircuit.illinoiscourts.gov

It is the policy of the 16th Judicial Circuit Court that:

- Communication with individuals with disabilities is as effective as communications with individuals without disabilities;
- Individuals with disabilities have an equal opportunity to participate in and benefit from all 16th Judicial Circuit Court activities.

If you require accommodations, auxiliary aids, or other services in order to participate in 16th Judicial Circuit Court activities, please make your request to the 16th Judicial Circuit Court Disability Coordinator.

Requests shall be made in writing on forms provided by the 16th Judicial Circuit.

Copies of the following documents are available on the [16th Judicial Circuit Court](#) and the [Kane County Law Library](#) websites; in the Offices of the Chief Judge of the 16th Judicial Circuit located at the Kane County Judicial Center, 37W777 Route 38, Suite 301, St. Charles, Illinois 60175, and at the Kane County Courthouse, 100 S. Third Street, Room 300, Geneva, Illinois 60134.

Policy on Access for Persons with Disabilities (Exhibit A, *first page of this document*)

Request for Accommodation Form (Exhibit B)

Grievance Form (Exhibit C)

[General Order 17-13 Policy on Access for Persons with Disabilities](#)

Gen. Order 17-13 Exhibit A

16TH JUDICIAL CIRCUIT COURT
Request for Accommodation under the
Americans with Disabilities Act
(REQUEST TO REMAIN CONFIDENTIAL)

Please Print: _____ Date: _____

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 sign to verify the foregoing information: _____

Please print name: _____

Please mail or deliver a copy of the completed form to:

16th Judicial Circuit Court Disabilities Coordinator
Office of the Chief Judge of the 16th Judicial Circuit
Kane County Judicial Center
37W777 Route 38, Suite 301
St. Charles, Illinois 60175

or

e-mail to: ChiefJudgeOffice@16thcircuit.illinoiscourts.gov

Questions about completing this form? Please call 630-406-7457 or 630-232-3440

Office Use Only:

Accommodation: _____ granted: _____ denied: _____

Requestor notified on: _____ via: _____ by _____

Type of accommodation: _____

Comments: _____

**16TH JUDICIAL CIRCUIT COURT
Grievance**

Please Print: _____ Date: _____

Name of grievant: _____

Address: _____

Daytime phone number: _____ e-mail: _____

Type of accommodation requested (please be specific): _____

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

Please sign to verify the foregoing information: _____

Please print name: _____

Please mail or deliver a copy of the completed grievance form to:

**16th Judicial Circuit Court Disabilities Coordinator
Office of the Chief Judge of the 16th Judicial Circuit
Kane County Judicial Center
37W777 Route 38, Suite 301
St. Charles, Illinois 60175**

or

e-mail to: ChiefJudgeOffice@16thcircuit.illinoiscourts.gov

Questions about completing this form? Please call 630-406-7457 or 630-232-3440