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Thomas M. Hartnett  
Clerk of the Circuit Court  
Kane County, IL  
JAN 31 2012  
FILED 018  
ENTERED

General Order 13-07  
16<sup>th</sup> JUDICIAL CIRCUIT  
POLICY ON ACCESS FOR PERSONS WITH DISABILITIES

WHEREAS, the Americans with Disabilities Act (ADA), a federal civil rights statute for individuals with disabilities, requires all state and local governmental entities, including the courts, to accommodate the needs of individuals with disabilities to ensure equal access to court activities, programs, and services (programs),

IT IS HEREBY ORDERED that the 16<sup>th</sup> Judicial Circuit establishes the following policy and procedures to ensure reasonable accommodations, auxiliary aids, and services to persons with disabilities who wish to participate in court programs.

**I. Policy**

It is the policy of the 16<sup>th</sup> Judicial Circuit to ensure that communications with and accommodations for individuals with disabilities and without disabilities are equally effective, consistent with the requirements of Title II of the ADA. Whenever necessary, the 16<sup>th</sup> Judicial Circuit will provide, free of charge, the appropriate auxiliary aids and services to ensure that individuals with disabilities have an equal opportunity to participate in and benefit from any 16<sup>th</sup> Judicial Circuit program. This policy applies to all members of the public who seek to participate in the 16<sup>th</sup> Judicial Circuit Court's programs.

**II. Services and Accommodations**

Auxiliary aids and services include a wide range of services and devices that promote effective communication with persons with disabilities. Examples of auxiliary aids and services for individuals with disabilities include qualified sign language interpreters, assistive listening devices, and real-time transcription services. The 16<sup>th</sup> Judicial Circuit may also provide any other reasonable accommodation necessary to permit a person with impairments or disabilities to fully and equally participate in or to observe 16<sup>th</sup> Judicial Circuit Court programs.

**III. 16<sup>th</sup> Judicial Circuit Disabilities Coordinator**

The Court Administrator of the 16<sup>th</sup> Judicial Circuit shall hold the position of 16<sup>th</sup> Judicial Circuit Disabilities Coordinator, specifically Doug Naughton. The Deputy Court Administrator and such other staff of the Chief Judge, as designated by this general order and hereinafter amended, shall hold the position of designees of the 16<sup>th</sup> Judicial Circuit Disabilities Coordinator, specifically, Andrea O'Brien and Kathryn Seifrid.

**IV. Notice that Accommodations are Available**

The 16<sup>th</sup> Judicial Circuit shall provide notice that appropriate accommodations are available to ensure that individuals with disabilities have an equal opportunity to participate in 16<sup>th</sup> Judicial Court programs by posting notice containing the information on the form attached as Exhibit A on the 16<sup>th</sup> Judicial Circuit Court's website; in the Kane County Law Library; in the Offices of





16<sup>th</sup> Judicial Circuit Disabilities Coordinator  
Office of the Chief Judge of the 16<sup>th</sup> Judicial Circuit  
Kane County Judicial Center  
37W777 Route 38, Suite 301  
St. Charles, Illinois 60175  
or  
e-mail to: [ChiefJudgeOffice@co.kane.il.us](mailto:ChiefJudgeOffice@co.kane.il.us)

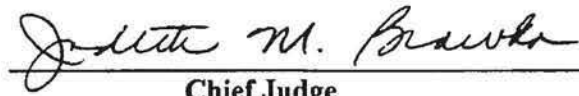
Within seven (7) days after receipt of a grievance, the 16<sup>th</sup> Judicial Circuit Disabilities Coordinator or designee may meet with the grievant, either in person or by telephone, to discuss the complaint and possible resolutions, if the 16<sup>th</sup> Judicial Circuit Disabilities Coordinator or designee determines such a meeting would be helpful to a determination. Within seven (7) days after the meeting or within fourteen (14) days after receipt of the complaint if there is not meeting, the 16<sup>th</sup> Judicial Circuit Disabilities Coordinator or designee shall respond in writing, and where appropriate, in a format accessible to the grievant.

If the response by the 16<sup>th</sup> Judicial Circuit Disabilities Coordinator or designee does not resolve the issue to the satisfaction of the grievant, the grievant may, within seven (7) days of the date of the 16<sup>th</sup> Judicial Circuit Disabilities Coordinator's or designee's written response, appeal the decision. **The written appeal must be mailed or delivered in writing to:**

Chief Judge of the 16<sup>th</sup> Judicial Circuit  
Kane County Judicial Center  
37W777 Route 38, Suite 301  
St. Charles, Illinois 60175

Within fourteen (14) days after receipt of the appeal, the Chief Judge will respond in writing to the grievant with a final resolution of the grievance or complaint.

**Effective immediately this 31th day of January, 2013.**

  
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Chief Judge

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## 16<sup>th</sup> JUDICIAL CIRCUIT COURT Notice of Accommodation Availability

### NEED ACCOMMODATION FOR A DISABILITY?

Hearing, Visual, and other assistance may be arranged.

Contact: **16<sup>th</sup> Judicial Circuit Court Disabilities Coordinator**  
**Office of the Chief Judge of the 16<sup>th</sup> Judicial Circuit**  
**Kane County Judicial Center**  
**37W777 Route 38, Suite 301**  
**St. Charles, Illinois 60175**  
or  
send e-mail to: [ChiefJudgeOffice@co.kane.il.us](mailto:ChiefJudgeOffice@co.kane.il.us)

It is the policy of the 16<sup>th</sup> 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 16<sup>th</sup> Judicial Circuit Court activities.

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

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

Copies of the following documents are available on the 16<sup>th</sup> Judicial Circuit Court's website; in the Kane County Law Library; in the Offices of the Chief Judge of the 16<sup>th</sup> 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.

General Order 13-07 16<sup>th</sup> Judicial Circuit  
Policy on Access for Persons with Disabilities  
Request for Accommodations Form  
Grievance Form

**EXHIBIT A**

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**16<sup>TH</sup> 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:**

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

or  
**e-mail to:** [ChiefJudgeOffice@co.kane.il.us](mailto:ChiefJudgeOffice@co.kane.il.us)

**Office Use Only:**  
Accommodation: \_\_\_\_\_ granted: \_\_\_\_\_ denied: \_\_\_\_\_

Requestor notified on: \_\_\_\_\_ via: \_\_\_\_\_ by \_\_\_\_\_

Type of accommodation: \_\_\_\_\_

Comments: \_\_\_\_\_

**EXHIBIT B**

IMAGED 02062013 12:50

# 16<sup>TH</sup> 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:**

**16<sup>th</sup> Judicial Circuit Court Disabilities Coordinator  
Office of the Chief Judge of the 16<sup>th</sup> Judicial Circuit  
Kane County Judicial Center  
37W777 Route 38, Suite 301  
St. Charles, Illinois 60175  
or  
e-mail to: [ChiefJudgeOffice@co.kane.il.us](mailto:ChiefJudgeOffice@co.kane.il.us)**

**EXHIBIT C**