

COLUMBIANA COUNTY COURT OF COMMON PLEAS
GENERAL AND DOMESTIC RELATIONS DIVISION
AMERICANS WITH DISABILITIES ACT OF 1990 POLICY

In accordance with the requirements of the Americans with Disabilities Act of 1990 ("ADA"), the Columbiana County Court of Common Pleas, General and Domestic Relations Division, will not discriminate against a qualified individual with either a physical or a mental disability in its services, programs, or activities.

The Columbiana County Court of Common Pleas, General and Domestic Relations Division, will make all reasonable modifications to policies and programs to ensure that a qualified individual with either a physical or mental disability has an equal opportunity to participate in all of its programs, services, and activities. Any qualified individual who requests an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a service, program, or activity of the Columbiana County Court of Common Pleas, General and Domestic Relations Division, should make the request by contacting the one of the Court's ADA Coordinators as soon as possible but no later than two (2) business days before the scheduled event. The Court's ADA Coordinators are

Jami Shulas 330-424-7777 Extension 1109 JShulas@ccclerk.org

OR

Nancy Lee 330-424-7777 Extension 1108 NLee@ccclerk.org

Please note, the Court's ADA Coordinators cannot administratively grant, as an ADA accommodation, a request that involves a judicial balancing of the rights of the parties or the judge/magistrate's inherent power to manage the courtroom and the proceeding. For example, requests for extension of time, change of venue, or participation in court proceedings by telephone or videoconferencing must be submitted by written motion to the judge or magistrate as part of the case. If your request is the type of request that only a judge or magistrate can grant or deny, the ADA Coordinator will notify you that the request (or part of it) must be directed to the judge or magistrate presiding over your case.

The ADA does not require the Columbiana County Court of Common Pleas, General and Domestic Relations Division, to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

The Columbiana County Court of Common Pleas, General and Domestic Relations Division, will not place a surcharge on a qualified individual with either a physical or mental disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs. If you have any questions regarding this policy, please contact the ADA Coordinator using the information provided above.

**COLUMBIANA COUNTY COURT OF COMMON PLEAS
TITLE II ADA ACCOMMODATION REQUEST FORM**

Please return this completed form as far in advance of your court proceeding as possible, but no less than seven (7) days before your scheduled court appearance or activity. Please submit this Request Form to the Court Administrator, Columbiana County Court of Common Pleas, 105 S. Market St., Lisbon, Ohio 44432, or by Fax (330) 424-1739, or email: JShulas@ccclerk.org.

1. Date Request Submitted: _____

2. Contact Information for Person Needing Accommodation:

Name: _____

Address: _____

Telephone: _____ e-mail: _____

3. Contact Information for Person Making Request (if different from the person needing accommodation):

Name: _____

Address: _____

Telephone: _____ e-mail: _____

Relationship to person needing accommodation: _____

4. Please select the category that best describes the person needing the accommodation:

Defendant Litigant/Party Witness

Victim Attorney Juror

Other (please specify): _____

5. Case Information (if applicable):

Case Number(s): _____

Judge/Magistrate: _____

Date(s)/Time(s) for Accommodation Needed: _____

6. Please state the nature of the disability that necessitates accommodation: _____

7. Accommodation Requested (please select one of the following):

_____ Assistive listening device (Assistive listening systems work by increasing the loudness of sounds, minimizing background noise, reducing the effect of distance, and overriding poor acoustics. The listener will be provided with a receiver with headphones or a neck loop to hear the speaker).

_____ Communication access real-time translation/real-time transcription services (CART is a word-for-word speech to text interpreting service for people who need communication access. A rendering of everything said in the courtroom will appear on a computer screen. *Please note, CART is not an official transcript of a court proceeding*).

_____ Sign language interpreter (Please specify American Sign Language, oral interpreter, signed English, or other type of signing system used by persons with hearing loss): _____

_____ Provision of court documents in an alternative format (Please specify Braille, large print, accessible electronic document or other accessible format used by person who are blind or have low vision): _____

_____ Other accommodation (please specify): _____

For Court use only:

Received by: _____

Date request received: _____

Comments: _____

Approved

Denied

Forward to Judge/Magistrate