

AVONDALE CITY COURT PROCEDURES

Procedure - 2026-01 TITLE: ADA Court Policy	HISTORICAL DOC: CREATION DATE: 3.23.2026	REVISION DATE(S):
AUTHORITY: ACJA 1-203: Access to Court Services by Individuals with Disabilities	PREPARED BY: Court Management	APPROVED BY: Court Administrator
PURPOSE: To comply with ADA Title II of The Americans with Disabilities Act (“ADA”) and provide court access for persons with disabilities.		

Procedure #2026-02 - Court Access for Persons with Disabilities

Purpose: To outline the actions necessary to provide reasonable accommodations upon request to qualified individuals with disabilities who require accommodations to participate in court services, in accordance with ADA/504 Title II of the Americans with Disabilities Act (“ADA”).

Guidelines:

1. The Court has exclusive authority to make decisions in providing reasonable accommodation and offering alternative accommodation if considered equally effective.
2. The Court is not required to take any action which would result in a fundamental alteration in a service, program or activity or cause undue financial or administrative burdens.
3. The Court Administrator shall assign ADA Coordinator duties to a member of court who is authorized to review documents, seek additional information, and grant requests for reasonable accommodation and communicate the request to the Court Administrator.
4. ADA accommodation requests shall be completed on the “ADA Accommodation Request Form” and submitted 10 business days prior to the scheduled proceeding or requested service. The form can be found on the court’s website or in the court lobby.
5. Documentation of the disability must be submitted at the same time as the completed request for accommodation form.
6. The completed ADA request form and the documentation about the disability shall be submitted to the Avondale City Court, ADA Coordinator, at emailcitycourt.gov or mailed to Avondale City Court, 11325 W. Civic Center Dr., Avondale, AZ 85323, Attn: ADA Coordinator.
7. The ADA Coordinator shall request documentation about the disability, and the documentation must originate from qualified evaluators and include:
 - a. Clear and specific statement of diagnosis and degree of functional limitation to one or more major life activity
 - b. Name, signature, and credentials of evaluator
 - c. Suggestions for reasonable accommodation must be accompanied by an express rationale.
 - d. Documentation must be recent enough to represent current functioning and need for specific accommodation.
 - e. Unacceptable documentation includes
 - o Social Security disability benefits card or paperwork
 - o Letters from vocational rehabilitation counselors or other secondary sources
 - o Veteran Administration forms that merely state the percent to which a person is considered disabled.
8. The ADA Coordinator shall provide a decision on reasonable accommodation to the requestor within 2 business days upon receipt of all requested information.