

Request for Accommodation for Person with Disabilities

Shelton Municipal Court provides accommodations for persons with disabilities who require assistance in order to participate fully and equally participate in Court programs, services or activities.

Accommodation requests are granted to any person with a disability for whom such accommodation is necessary under the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §§ 12101-12213), the Washington Law Against Discrimination (RCW 49.60 et seq.), or other similar local, state, and federal laws and Washington Supreme Court General Rule (GR) 33.

If you are entitled to receive an accommodation, primary consideration will be given to the accommodation you request. If the requested accommodation is not provided, the Court may offer an alternative.

Generally five days' notice is required to review accommodation requests. However, all requests will be addressed promptly and in accordance with ADA requirements.

NOTE: Shelton Municipal Court may also utilize informal approaches to providing accommodation. For example, some assistive devices may be available upon request.

Shelton Municipal Court has the following auxiliary aids and services generally available upon request:

- Furniture Adjustments
- Equipment Adjustments
- Hearing Amplification / Assisted Listening Devices
- Parking Access
- Pen and Paper
- Structural Access

Procedure for Requesting Accommodation. To request an accommodation, complete the [Request for Accommodation.pdf](#), and return it to the Accommodation Coordinator along with any documents you want the Court to consider, such as medical records. Return it via:

Email

Fax: 360.426.3301

Mail:
ADA Coordinator
Shelton Municipal Court
525 W. Cota
Shelton, WA 98584

If you provide medical and other health information, you must attach your information to form [Sealed Medical and Health Information \(Cover Sheet\)](#). Your medical and other health information will be automatically sealed (kept private) when you submit the information under

the cover sheet.

Decision - Accommodation requests will be granted unless providing the requested auxiliary aids or services would result in a fundamental alteration to the Court's programs, services, or activities or impose undue financial and administrative burdens.

The Court shall, in writing, or on the record, inform the person requesting an accommodation that the request for accommodation has been granted or denied, in whole or in part, and the nature and scope of the accommodation to be provided, if any. A written decision shall be entered in the case/ proceedings file, if any, in which the Court shall determine whether or not the decision should be sealed. If there is no proceedings filed, the decision shall be entered in the Court's administrative files, and the Court shall determine whether or not the decision should be sealed.

[ADA Grievance Procedure](#)