

## Americans with Disabilities Act (Title II) Policy of the 26<sup>th</sup> Judicial District: Columbia/Montour Counties

The Unified Judicial System of Pennsylvania (UJS) complies with Title II of the Americans with Disabilities Act (ADA) which provides that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity”. 42 U.S.C.A. § 12132. Pursuant to that requirement, if you are an individual with a disability who needs an accommodation in order to participate in any judicial proceeding or any other service, program or activity of the UJS, you are entitled, at no cost to you, to the provision of certain assistance. The ADA does not require the 26<sup>th</sup> Judicial District to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

All individuals seeking an accommodation under the ADA must complete and submit the form titled “Americans with Disabilities Act Accommodation Title II Request for Reasonable Accommodation Form”. (Appendix A) All applications for an accommodation must include a description of the disability for which the accommodation is sought, along with a statement of the specific accommodation being requested. The Court, in its discretion, may require the applicant to provide additional information about the qualifying disability to identify what accommodation might be reasonably provided.

[ADA Appendix A.pdf](#)

It is recommended that you make your request as soon as possible or at least five (5) business days before your scheduled participation in any court proceeding or UJS program or activity. The Request for Reasonable Accommodation should be sent to:

ADA Coordinator, Gina Lyon, Deputy Court Administrator, 35 West Main Street, PO Box 380, Bloomsburg, PA 17815. Phone : (570) 389-5679, fax (570) 389-5621 or email to : [glyon@columbiapa.org](mailto:glyon@columbiapa.org) If request by email, please put “ADA Accommodation Request” in subject line.

Complaints alleging violations of Title II under the ADA may be filed pursuant to the UJS Grievance Procedure listed below with Denise M LaBuda, District Court Administrator at the same address above, phone: (570) 389-5692 or email [dlabuda@columbiapa.org](mailto:dlabuda@columbiapa.org) A response will be sent to you after careful review of the facts. You will need to complete and submit ADA Grievance Form (Appendix B).

## Americans with Disabilities Act (Title II) Grievance Procedure of the 26<sup>th</sup> Judicial District : Columbia/Montour Counties

This grievance procedure is established for the prompt resolution of complaints alleging any violation of Title II of the ADA in the provision of services, programs or activities by the Unified Judicial System. To file a complaint under the grievance procedure please take the following steps:

1. Complete the complaint form, (Appendix B) and return to Deputy Court Administrator Gina Lyon. The complaint should be submitted as soon as possible but no later than sixty (60) calendar days after the alleged violation. [ADA Appendix B.pdf](#)
2. Within fifteen (15) calendar days of receipt of complaint, Gina Lyon will investigate the complaint, including meeting with the individual seeking an accommodation, either in person or via telephone, to discuss the complaint and the possible resolutions. Within fifteen (15) calendar days of the meeting, Gina Lyon will respond in writing and where appropriate, in a format accessible to the complainant , such as large print, Braille or audio. The response will explain the position of the 26<sup>th</sup> Judicial District and offer options for substantive resolution of the complaint.
3. IF the response to the complaint does not satisfactorily resolve the issue, the complaint may appeal the decision within fifteen (15) calendar days after receipt of the response to Denise M LaBuda, District Court Administrator. Within fifteen (15) calendar days after receipt of the appeal, Denise LaBuda will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, Denise LaBuda will respond in writing with a final resolution of the complaint.

This grievance procedure is informal. An individual's participation in this informal process is completely voluntary. Use of this grievance procedure is not a prerequisite to and does not preclude a complainant from pursuing other remedies available under law.

The UJS Policy on Non-Discrimination and Equal Employment Opportunity also encompasses disability-related issues and provides complaint procedures for UJS court users. Any employment-related disability discrimination complaints will be governed by the UJS Policy on Non-Discrimination and Equal Employment Opportunity.

