

Lehigh County Court of Common Pleas, Pennsylvania

Americans with Disabilities Act (Title II) Policy

RIGHT TO AN ACCOMMODATION

The Unified Judicial System of Pennsylvania (UJS) Policy

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 Lehigh County Court of Common Pleas, you are entitled, at no cost to you, to the provision of certain assistance. The ADA does not require the Lehigh County Court of Common Pleas to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

REQUESTS FOR ACCOMMODATION

Requests for accommodations shall be presented on an ADA Accommodation Request Form. Please complete the ADA Accommodation request form and return it to the Lehigh County Court ADA Coordinator, Colleen Weber, 455 W. Hamilton Street, Allentown, PA 18101. (610)782-3223, (610) 782-782-3866 Fax, E-mail: ADAcordinator@lehighcounty.org as far in advance as possible, but at a minimum of (5) five days before your scheduled court appearance or other court activity.

Upon the request by an individual with a disability, this document will be made available in an alternate format. If you need assistance in completing the form due to your disability, or to request this document in an alternate format, please contact the Lehigh County Court ADA Coordinator, Colleen Weber, 455 W. Hamilton Street, Allentown, PA 18101. (610)782-3223, (610) 782-782-3866 Fax, E-mail: ADAcordinator@lehighcounty.org

GRIEVANCE PROCEDURE

Complaints alleging violations of Title II under the ADA may be filed pursuant to the UJS Grievance Procedure with the ADA Coordinator for the Lehigh County Court of Common Pleas. A response will be sent to you after careful review of the facts.

ADA (TITLE II) GRIEVANCE PROCEDURE

This grievance procedure is established for the prompt resolution of complaints alleging any violation of Title II of the Americans with Disabilities Act (ADA) in the provision of services, programs, or activities by the Unified Judicial System (UJS).

If you require a reasonable accommodation to complete the ADA Grievance Complaint form, or need this form in an alternate format, please contact the Lehigh County Court of Common Pleas ADA Coordinator:

ADA Coordinator for Lehigh County Court of Common Pleas

Colleen Weber
Family Court Operations Officer
455 W. Hamilton Street
Allentown, PA 18101-1614
Telephone: 610-782-3223
ADAcoordinator@lehighcounty.org

To file a complaint under the Grievance Procedure please take the following steps:

1. Complete the ADA Grievance Complaint form and return to the Lehigh County Court of Common Pleas ADA Coordinator, Colleen Weber. Alternative means of filing complaints will be made available for persons with disabilities upon request. The complaint should be submitted as soon as possible but no later than sixty (60) calendar days after the alleged violation.
2. Within fifteen (15) calendar days of receipt of the complaint, the Lehigh County Court of Common Pleas ADA Coordinator 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, the Lehigh County Court of Common Pleas ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the Lehigh County Court of Common Pleas and offer options for substantive resolution of the complaint.
3. If the response to the complaint does not satisfactorily resolve the issue, the complainant may appeal the decision within fifteen (15) calendar days after receipt of the response to Deputy District Court Administrator Kerry R. Turtzo. Within fifteen (15) calendar days after receipt of the appeal, the Deputy District Court Administrator Kerry R. Turtzo will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the Deputy District Court Administrator Kerry R. Turtzo will respond in writing, and where appropriate, in a format accessible to the complainant, with a formal 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 Nondiscrimination and Equal Employment Opportunity.