

THIRD JUDICIAL CIRCUIT OF FLORIDA

ADMINISTRATIVE ORDER NO: 14 - 009

Amends and replaces 2005-019

IN RE:

Americans with Disabilities Act of 1990,  
Designation of Responsible Person and  
Internal Grievance Procedure for the  
Supreme Court and State Courts System, and  
Florida Rules of Judicial Administration (Rule 2.540)

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I. Authority

Federal regulations implementing the Americans with Disabilities Act of 1990 (ADA) require public entities with 50 or more employees to designate a responsible employee and adopt grievance procedures providing for prompt and equitable resolution of complaints alleging noncompliance or complaints alleging any actions that would be prohibited under Title II of the ADA. (28 C.F.R. §35.107)

II. Intent and Purpose

It is the intent of the State Courts System to fully comply with the ADA and to assure equity, fairness, and full participation in the judicial system for persons with disabilities.

The purpose of this procedure is to establish a mechanism for resolving complaints without requiring the complainant to resort to federal complaint procedures. However, complainants would not be required to exhaust this grievance procedure before they could file a complaint at the federal level.

It is the intent of the State Courts System that complainants be consulted and advised, and that communications be maintained, at each step of the

grievance process. It is further the intent of the State Courts System to engage alternative dispute resolution techniques whenever necessary and at any point in the grievance process.

### III. Definitions

- A. *Americans with Disabilities Act (ADA)* - Public Law 101-336, the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability.
- B. *ADA Coordinator* - Same as "Responsible Employee."
- C. *Disability or Persons with Disabilities* - With respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such impairment; or being regarded as having such an impairment as defined in Public Law 101-336 and 28 C.F.R. §35.104.
- D. *Grievance* - A formal complaint made by a person, or on behalf of a person, alleging that he or she has been subjected to unlawful discrimination, or inaccessibility to facilities, programs, services, benefits, or activities on the basis of a disability.
- E. *Office of the General Counsel* - An operational division of the Office of the State Courts Administrator, Supreme Court of Florida, Tallahassee.
- F. *Office of the State Courts Administrator (OSCA)* - The administrative office of the Supreme Court of Florida, Tallahassee, which serves as the liaison between the Supreme Court and other

court entities and other branches of government.

- G. *Responsible Employee* - An employee designated to coordinate a public entity's efforts to comply with and carry out its responsibilities under Title II of the ADA. These responsibilities include any investigation and/or follow through of any complaint alleging noncompliance or alleging any actions that would be prohibited by Title II of the ADA.
- H. *State Courts System* - All Florida courts at both appellate and trial levels.
- I. *Title II* - The second section of the ADA that prohibits discrimination on the basis of disability in state and local government services.

#### IV. Designation of Responsible Person

The ADA coordinator for the Third Judicial Circuit is:

Carrina Cooper  
Court Operations Consultant  
Third Judicial Circuit Court Administration  
173 NE Hernando Avenue, Room 408  
Lake City, Florida 32055  
Telephone: 386-758-2163  
Email: [ADAmail@jud3.flcourts.org](mailto:ADAmail@jud3.flcourts.org)

#### V. Grievances

A complaint shall contain the following minimum information:

- A. Name, address, and telephone number of the complainant on whose behalf the complaint is being made.

- B. The court facility in which the violation is alleged to have occurred.
- C. A complete statement of the grievance and the facts upon which it is based.
- D. The desired remedy or solution requested.
- E. The names of any witnesses who can provide supportive or relative information.

VI. Procedure for Grievances Relating to the Supreme Court or Office of the State Courts Administrator

A. Filing

1. Complaints must be filed with the ADA coordinator no later than one hundred eighty (180) days from the date of the alleged violation.
2. The filing deadline may be extended upon a show of good cause.

B. Assessment and Determination of Team Members

1. The ADA coordinator will determine which function(s) of the court is at issue: facilities, programs, services, benefits, or activities.
2. The ADA coordinator will notify the Trial Court Administrator and Chief Judge of the complaint.
3. A team consisting of a minimum of three (3) people, one of which shall be the ADA coordinator shall address the complaint. Individual(s) who are charged in the

complaint with alleged discriminatory conduct shall not be a member of the team.

4. The team will include representatives from county government in the resolution of the complaint when the complaint involves a court facility, program, services, benefit or activity under the authority or provided by county government.

C. Fact Finding

1. The team, or a member of the team, will review the complaint with the complainant.
2. The team, or a member of the team, will interview witnesses who can provide supportive or relative information and complete the fact finding.

D. Test of Legal Sufficiency

1. The team, or a member of the team shall determine the legal sufficiency of the complaint. In making this determination the team may consult with the State Court's system ADA coordinator and/or General Counsel's Office.

E. Action

1. If a complaint is legally deficient, the complaint shall immediately be brought to closure.
2. If a complaint is legally sufficient, the team will establish a course of action to resolve the complaint.

3. To the extent necessary, the court will make reasonable modifications to its programs, services, benefits, and activities to ensure future compliance with the ADA.
4. When appropriate, and to the extent necessary, the Court will work with county government to make reasonable modifications to court facilities, programs, services, benefits and activities that are under the authority or provided by county government to ensure future compliance with the ADA.
4. The court may invoke the course of action described in the regulations implementing the ADA (28 C.F.R. §35.164) when modifications would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens.

F. Closure, Notification, and Records Retention

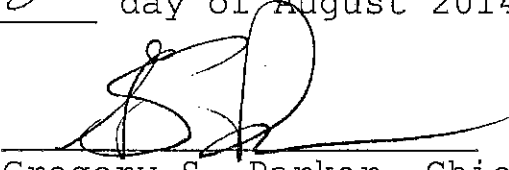
1. The ADA coordinator shall communicate the results of the investigation and the chosen course of action to the complainant not later than thirty (30) working days from the date the complaint was filed.
2. In the event a grievance against the Third Judicial Circuit is filed via the ADA Coordinator of the State Courts System, the Third Judicial Circuit ADA Coordinator shall communicate the results of the investigation and the chose course of action to the ADA Coordinator of the State Courts System no later than thirty (30) working days from the date the complaint was filed.

3. A record of the grievance shall be maintained for three (3) years; the record shall be located with Third Judicial Circuit Administrative Offices of the Court.

G. Florida Rule of Judicial Administration 2.540 - Notice to Persons with Disabilities - the required language (below) shall be on all notices, jury summons, etc. in 14-point Times New Roman or Courier font.

**“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Court Administration, 173 NE Hernando Avenue, Room 408, Lake City, Florida 32055; [adamail@jud3.flcourts.org](mailto:adamail@jud3.flcourts.org); (386)758-2163 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired call 711.”**

Ordered on this 5<sup>th</sup> day of August 2014.

  
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Gregory S. Parker, Chief Judge

Copies: All Third Circuit Judges  
All Third Circuit Clerks of Court  
Office of the State Attorney  
Office of the Public Defender  
Court Administration  
Third Circuit Bar Association (for  
distribution to membership)  
Department of Revenue- child support  
Department of Children and Families