

VERMILION COUNTY CIRCUIT COURT

AMENDED POLICY ON ACCESS FOR PERSONS WITH DISABILITIES

I. INTRODUCTION

The Americans with Disabilities Act (ADA), a federal civil rights statute for individuals with disabilities, requires all state and local governmental entities, including the courts, to accommodate the needs of individuals with disabilities to ensure equal access to court activities, programs, and services (“programs”). The Circuit Court for the Fifth Judicial Circuit, Vermilion County, Illinois, has adopted the following policy and procedures to ensure reasonable accommodations, auxiliary aids, and services to persons with disabilities who wish to participate in Vermilion County Circuit Court programs.

II. POLICY

It is the policy of this Court to ensure that communications with and accommodations for individuals with disabilities and without disabilities are equally effective, consistent with the requirements of Title 11 of the ADA. Whenever necessary, the Court will provide, free of charge, the appropriate auxiliary aids and services to ensure that individuals with disabilities have an equal opportunity to participate in and benefit from any Vermilion County Circuit Court program.

III. SERVICES AND ACCOMMODATIONS

Auxiliary aids and services include a wide range of services and devices that promote effective communication with persons with disabilities. Examples of auxiliary aids and services for individuals with disabilities include qualified sign language interpreters, assistive listening devices, and real-time transcription services. The Court may also provide any other reasonable accommodation necessary to permit a person with impairments or disabilities to fully and equally participate in or observe Vermilion County Circuit Court programs.

IV. NOTICE THAT ACCOMMODATIONS ARE AVAILABLE

The Vermilion County Circuit Court Disability Coordinator (CDC) shall provide notice that appropriate accommodations are available to ensure that individuals with disabilities have an equal opportunity to participate in Vermilion County Circuit Court programs by posting a notice containing the information on the form attached as Exhibit A in the Vermilion County Circuit Clerk’s office.

V. REQUEST FOR ACCOMMODATIONS

The CDC shall provide a request form to individuals who wish to request services or accommodations for persons with disabilities. The request form, attached as Exhibit B, shall be available in the Vermilion County Circuit Clerk’s office.

Whenever possible, a request for accommodation or services shall be made fourteen (14) days in advance of the proceeding or program. The request shall be as specific as possible and include a description of the accommodation sought and the date the accommodation is needed. The request shall be mailed to the Vermilion County Circuit Court Disability Coordinator-Sgt. Dustin Heckerson, Danville Public Safety Building, 2 East South Street, Danville, IL 61832. The CDC shall respond in writing, and, where appropriate, in a format accessible to the requestor, within seven (7) days from the date the request was received.

The CDC shall give “primary consideration” to the request of individuals with disabilities. “Primary consideration” means that the Court will honor the choice of the individual, unless it demonstrates that another equally effective accommodation is available, or that the requested accommodation would result in a fundamental alteration of Court activities or undue financial or administrative burdens.

VI. GRIEVANCE PROCEDURE

Individuals have the right to file a grievance when they believe the Vermilion County Circuit Court and its employees have not complied with the provisions of this policy or the request for accommodations procedure. The grievance shall be filed within seven (7) days after the person filing the complaint becomes aware of the action or inaction. A complaint shall be in writing, using the Court’s grievance form, attached as Exhibit C. The grievance shall contain the name and address of the person filing the complaint, and briefly describe the alleged violation. The complaint may be mailed to the attention of the CDC.

Within seven (7) days after receipt of a grievance, the CDC or a designee may meet with the grievant, either in person or by telephone, to discuss the complaint and possible resolutions, if the CDC or designee determines such a meeting would be helpful to a determination. Within seven (7) days after the meeting, or within fourteen (14) days after receipt of the complaint if there is no meeting, the CDC shall respond in writing, and, where appropriate, in a format accessible to the grievant.

If the response by the CDC does not resolve the issue to the satisfaction of the grievant, the grievant may within seven (7) days of the date of the CDC’s written response, appeal the decision to the Presiding Judge of Vermilion County, Vermilion County Courthouse, 7 North Vermilion Street, Danville, IL 61832. Any appeal shall be in writing. Within fourteen (14) days after receipt of the appeal, the Presiding Judge will respond in writing to the grievant with a final resolution of the grievance or complaint.

Adopted this 4th day of June, 2020, effective immediately.



Thomas M. O'Shaughnessy, Presiding Circuit Judge

VERMILION COUNTY CIRCUIT COURT
NOTICE OF ACCOMMODATION AVAILABILITY

NEED ACCOMMODATION FOR A DISABILITY?

Hearing, Visual, and other assistance may be arranged.

Contact the Vermilion County Circuit Court Disability Coordinator, Sgt. Dustin Heckerson, Danville Public Safety Building, 2 East South Street, Danville, IL 61832, (217) 442-4080.

It is the policy of the Circuit Court for the Fifth Judicial Circuit, Vermilion County, Illinois, that:

- communications with individuals with disabilities are as effective as communications with individuals without disabilities;
- individuals with disabilities have an equal opportunity to participate in and benefit from all court activities.

If you require accommodations, auxiliary aids, or other services in order to participate in Vermilion County Circuit Court activities, please make your request to the Vermilion County Circuit Court Disability Coordinator.

Requests shall be made in writing on forms provided by the Vermilion County Circuit Court.

Copies of the following documents are available upon request in the Vermilion County Circuit Clerk's office at the Courthouse in Danville, Illinois.

- Policy on Access for Persons with Disabilities
- Request for Accommodations Form
- Grievance Form

VERMILION COUNTY CIRCUIT COURT
REQUEST FOR ACCOMMODATION UNDER THE
AMERICANS WITH DISABILITIES ACT
(REQUEST TO REMAIN CONFIDENTIAL)

PLEASE PRINT: Date: _____

Name of person requesting accommodation: _____

Address: _____

Daytime telephone number: _____

E-Mail: _____

Type of accommodation requested (please be specific): _____

Date accommodation is needed: _____

Location where accommodation is needed: _____

Please send a copy of the completed form by mail to:

Vermilion County Circuit Court Disability Coordinator
Danville Public Safety Building – Attn: Sgt. Heckerson
2 East South Street
Danville, IL 61832

Please sign to verify the foregoing information: _____
Please Print Name: _____

OFFICE USE ONLY:

Accommodation: _____

Granted: _____ Verified: _____

Requestor notified on: _____ via: _____

Type of Accommodation: _____

Comments: _____

VERMILION COUNTY CIRCUIT COURT
AMERICANS WITH DISABILITIES ACT
GRIEVANCE FORM

Date: _____

Name of grievant: _____

Address: _____

Daytime telephone number: _____

E-Mail: _____

Type of accommodation requested: _____

Description of the alleged violation (please be specific): _____

Please send a copy of the completed grievance form to:

Vermilion County Circuit Court Disability Coordinator
Danville Public Safety Building – Attn: Sgt. Heckerson
2 East South Street
Danville, IL 61832

Signature: _____

Print Name: _____

Date: _____