

**First Judicial District Of Pennsylvania
Americans With Disabilities Act (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 First Judicial District of Pennsylvania (FJD). If you require a reasonable accommodation to complete the *Grievance Form*, or need this form in an alternate format, please contact the FJD's ADA Coordinator for your Court, Division or Department. A current copy of the list is available on the District's Intranet at: <http://fjdintranet.courts.phila.gov/Pages/Home.aspx> and on the FJD Website at <http://www.courts.phila.gov>.

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

1. Complete the *Americans With Disabilities Act (Title II) Grievance Form* and return to:

**Lead ADA Coordinator
Office of Human Resources
668 City Hall, Philadelphia, PA 19107
(215)683-6950
HumanResources@courts.phila.gov**

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 above named person 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 above named person 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 First Judicial District of Pennsylvania 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 Amy Mader, Executive Director, Office of Human Resources. Within fifteen (15) calendar days after receipt of the appeal, Ms. Mader will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, Miss Mader will respond in writing, and, where appropriate, in a format accessible to the complainant, 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 Nondiscrimination and Equal Employment Opportunity.



FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

AMERICANS WITH DISABILITIES ACT (TITLE II) GRIEVANCE FORM

Grievant Information

Grievant Name: _____ Home Phone
(include area code): _____
Address: _____ Business Phone
(include area code): _____
Mobile Phone
(include area code): _____

Alternative Contact Person (other than Grievant)

Name: _____ Home Phone
(include area code): _____
Address: _____ Business Phone
(include area code): _____
Relationship
To Client: _____

Court Service, Program or Facility Allegedly in Violation

Date and Location of Alleged Violation (dd/mm/yyyy)

Description of Alleged Violation and Requested Remedy

Has this case been filed with the Department of Justice or other government agency or court?

Yes No

If You Answered "Yes" to the Previous Question, Complete the Following

Agency or Court: _____ Contact Person: _____
Address: _____ Phone
(include area code): _____
Date Filed: _____

Other Comments

Signature: _____ Date: _____