



**Eighth Judicial Circuit  
Americans with Disabilities Act of 1990  
Accommodation Request Form**

**Please completed and submit this form as far in advance as possible, but preferably at least seven (7) days before your scheduled court appearance or other court activity.**

**Are you** (please check one of the following seven options):

- Defendant    Litigant/Party    Witness    Juror    Victim    Attorney  
 Other (please specify): \_\_\_\_\_

**Person needing accommodation**

Name: \_\_\_\_\_  
Street or P.O. Box: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone Number (include area code): \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Person making request** (if other than the person needing the accommodation)

Name: \_\_\_\_\_  
Telephone Number (include area code): \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Relationship to person needing an accommodation: \_\_\_\_\_

**Case information**

Style of case (case title): \_\_\_\_\_  
Case number: \_\_\_\_\_  
Judge, if known: \_\_\_\_\_  
Date accommodation needed: \_\_\_\_\_  
Time accommodation needed: \_\_\_\_\_  
Location (courthouse/courtroom) accommodation needed: \_\_\_\_\_  
Duration for which the accommodation is requested: \_\_\_\_\_  
Type of case (please check one of the following ten options):  
 appeal    circuit criminal    circuit civil    family court  
 probate, guardianship, or mental health    county criminal    county civil

traffic court    small claim    other (please specify) \_\_\_\_\_

Type of proceeding, if known (please check one of the following six options):

arraignment    bond hearing    hearing    trial    appellate oral argument

other (please specify) \_\_\_\_\_

**Accommodations requested**

Nature of disability that necessitates accommodation:

\_\_\_\_\_

Accommodation requested (please check one of the following six options):

Assistive listening device (Assistive listening systems work by increasing the loudness of sounds, minimizing background noise, reducing the effect of distance, and overriding poor acoustics. The listener uses a receiver with headphones or a neckloop to hear the speaker.)

Communication access real-time translation/real-time transcription services (CART is a word-for-word speech-to-text interpreting service for people who need communication access. A rendering of everything said in the courtroom will appear on a computer screen. CART is not an official transcript of a court proceeding.)

Sign Language Interpreter (Please specify American Sign Language, oral interpreter, signed English, or other type of signing system used by persons with hearing loss.): \_\_\_\_\_

Assignment to a courtroom that is accessible to a person using a mobility device (Please specify wheelchair, scooter, walker, or other mobility device that is used.): \_\_\_\_\_

Other accommodation (please specify):

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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