

IN THE SIXTEENTH JUDICIAL CIRCUIT
GENERAL ORDER 23-23
Effective August 14, 2023



IN THE MATTER OF
AMENDING GENERAL ORDER 17-13
16th JUDICIAL CIRCUIT
POLICY ON ACCESS FOR
PERSONS WITH DISABILITIES

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WHEREAS, 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 equitable access to court activities, programs, and services;

IT IS HEREBY ORDERED that the 16th Judicial Circuit Court establishes the following policy and procedures to ensure reasonable accommodations, auxiliary aids, and services to persons with disabilities who wish to participate in court activities and programs.

I. Policy

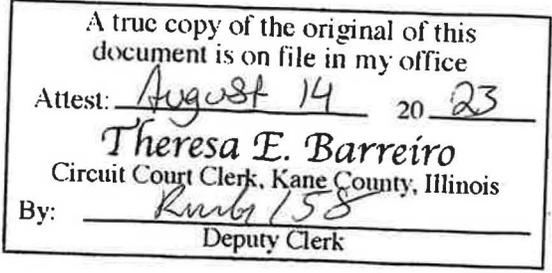
It is the policy of the 16th Judicial Circuit Court to ensure that communications with and accommodations for individuals with disabilities and without disabilities are equally effective, consistent with the requirements of Title II of the ADA. Whenever necessary, the 16th Judicial Circuit Court will 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 court activities, programs and services. This policy applies to all members of the public.

II. 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 include qualified sign language interpreters, assistive listening devices, and real-time transcription services. The 16th Judicial Circuit Court may also provide any other reasonable accommodation necessary to permit a person with impairments or disabilities to fully and equally participate in or to observe court activities, programs, and services.

III. 16th Judicial Circuit Disability Coordinators

The Court Administrator and the Deputy Court Administrator, or their designees, shall hold the positions of Court Disability Coordinator.



IV. Notice that Accommodations are Available

The 16th Judicial Circuit Court shall post notice, attached as Exhibit A, that appropriate accommodations are available to ensure that individuals with disabilities have an equal opportunity to participate in court activities, services and programs. The notices shall be posted on the 16th Judicial Circuit Court and the Kane County Law Library websites; in the Offices of the Chief Judge of the 16th Judicial Circuit located at the Kane County Judicial Center, 37W777 Route 38, Suite 301, St. Charles, Illinois 60175, and at the Kane County Courthouse, 100 S. Third Street, Room 360, Geneva, Illinois 60134; and in the 16th Judicial Circuit Court Services Offices located in St. Charles, Elgin and Aurora.

V. Request for Accommodations

The 16th Judicial Circuit Court shall provide a request form to those individuals who wish to request services or accommodations for persons with disabilities. The request form, attached as Exhibit B, shall be available on the 16th Judicial Circuit Court website, and the Kane County Law Library website; and in the Offices of the Chief Judge of the 16th Judicial Circuit located at the Kane County Judicial Center, 37W777 Route 38, Suite 301, St. Charles, Illinois 60175, and at the Kane County Courthouse, 100 S. Third Street, Room 360, Geneva, Illinois 60134. 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(s) sought and the date the accommodation(s) are needed.

The request must be mailed, emailed, or delivered to:

**16th Judicial Circuit Court Disability Coordinator
Office of the Chief Judge of the 16th Judicial Circuit
Kane County Judicial Center
37W777 Route 38, Room 301
St. Charles. IL 60175**

or

email to: ChiefJudgeOffice@16thCircuit.IllinoisCourts.gov

The 16th Judicial Circuit Court Disability Coordinator or designee 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 16th Judicial Circuit Court will give “primary consideration” to the request of individuals with disabilities. “Primary Consideration” means that the 16th Judicial Circuit 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 the 16th Judicial Circuit Court activities and operations or undue financial and administrative burdens.

VI. Grievance Procedure

Individuals have the right to file a grievance when they believe the 16th Judicial Circuit Court and its employees have not complied with the provisions of this policy or the request for accommodation procedure. The grievance shall be filed within seven (7) days after the person

filing the complaint notices a violation. A complaint shall be in writing, using the 16th Judicial Circuit Court 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 grievance must be mailed, emailed, or delivered to:**

**16th Judicial Circuit Court Disability Coordinator
Office of the Chief Judge of the 16th Judicial Circuit
Kane County Judicial Center
37W777 Route 38, Suite 301
St. Charles, Illinois 60175**

or

e-mail to: ChiefJudgeOffice@16thCircuit.IllinoisCourts.gov

Within seven (7) days after receipt of a grievance, the 16th Judicial Circuit Court Disability Coordinator or designee may meet with the grievant, either in person or by telephone, to discuss the complaint and possible resolutions. Within seven (7) days after the meeting or within fourteen (14) days after receipt of the grievance, if there is not a meeting, the 16th Judicial Circuit Court Disability Coordinator or designee shall respond in writing, and where appropriate, in a format accessible to the grievant.

If the response by the 16th Judicial Circuit Court Disability Coordinator or designee does not resolve the issue to the satisfaction of the grievant, the grievant may, within seven (7) days of the date of the 16th Judicial Circuit Court Disability Coordinator's or designee's written response, appeal the decision. **The written appeal must be mailed, emailed, or delivered in writing to:**

**Chief Judge of the 16th Judicial Circuit
Kane County Judicial Center
37W777 Route 38, Suite 301
St. Charles, Illinois 60175**

or

e-mail to: ChiefJudgeOffice@16thCircuit.IllinoisCourts.gov

Within fourteen (14) days after receipt of the appeal, the Chief Judge will respond in writing to the grievant with a final resolution of the grievance or complaint.

Entered this 14th day of August 2023, and effective August 14, 2023.



Clint Hull, Chief Judge



16th Judicial Circuit Court
Kane County, Illinois

Notice of Accommodation Availability



It is the policy of the 16th Judicial Circuit Court of Kane County that:

- Communication with individuals with disabilities is as effective as communication with individuals without disabilities;
- Individuals with disabilities have an equal opportunity to participate in and benefit from all 16th Judicial Circuit Court activities.

If you require accommodations, auxiliary aids, or other services in order to participate in 16th Judicial Circuit Court activities, please make your request in writing to the 16th Judicial Circuit Court Disability Coordinator on the accompanying Request for Accommodation Form (Exhibit B)

Copies of the following documents are available on the [16th Judicial Circuit Court website](#) and on the [Kane County Law Library & Self Help Legal Center website](#).

NOTICE OF ACCOMODATION AVAILABILITY (EXHIBIT A)

REQUEST FOR ACCOMODATION (EXHIBIT B)

GRIEVANCE REGARDING ACCOMODATION UNDER THE AMERICANS WITH DISABILITIES ACT (EXHIBIT C)

GENERAL ORDER 23-22 POLICY ON ACCESS FOR PERSONS WITH DISABILITIES

These documents are also available in print at the following locations:

16th Judicial Circuit
Office of the Chief Judge
Kane County Judicial Center
37W777 Route 38, Suite 301
St. Charles, Illinois 60175

16th Judicial Circuit
Office of Court Administration
Kane County Courthouse
100 S. Third Street, Room 300
Geneva, Illinois 60134



16th Judicial Circuit Court
Kane County, Illinois

Request for Accommodation under the Americans with Disabilities Act
(Confidential)



Date:

Information of person needing accommodation:

Name:

Address:

Telephone number:

E-mail:

Date on which the accommodation is needed:

Case number, courtroom number, or Judge (*if applicable*):

Physical location of where the accommodation is needed:

- Kane County Judicial Center
- Kane County Courthouse
- Kane Branch Court
- Elgin Branch Court
- Aurora Branch Court
- Kane County Juvenile Justice Center
- Other

Please describe what accommodation(s) you believe would enable you to participate equitably in the court proceedings, court activities, programs or services:

If this form is being submitted by an advocate on behalf of the person who needs an accommodation, please supply the name and contact information of the advocate:

Name:

Daytime telephone number:

E-mail:

Please mail, email, or deliver a completed copy of this form to:

16th Judicial Circuit
Disabilities Coordinator
Kane County Judicial Center
37W777 Route 38, Suite 301
St. Charles, Illinois 60175
or
e-mail to ChiefJudgeOffice@16thCircuit.IllinoisCourts.gov

Please call 630.406.7457 or 630.232.3440 if you have questions regarding this form.



16th Judicial Circuit Court
Kane County, Illinois

Grievance Regarding Accommodation under the Americans with Disabilities Act
(Confidential)



Date:

Person who needed the accommodation:

Name:

Address:

Telephone number:

E-mail:

Case number, courtroom number, or Judge (*if applicable*):

What type of accommodation was requested? (please be specific)

Please describe how you believe your request for accommodation was not met (please be specific):

Please print and sign your name as verification of the above information.

If this form is being submitted by an advocate on behalf of the person who needed the accommodation, please supply the name and contact information of the advocate:

Name:

Daytime telephone number:

E-mail:

Please mail, email, or deliver a completed copy of this form to:

16th Judicial Circuit

Disabilities Coordinator

Kane County Judicial Center

37W777 Route 38, Suite 301

St. Charles, Illinois 60175

or

e-mail to ChiefJudgeOffice@16thCircuit.IllinoisCourts.gov

Please call 630.406.7457 or 630.232.3440 if you have questions regarding this form.