

**Judicial Branch
Americans with Disabilities Act (Title II)
Grievance Procedure**

It is the policy of the Kansas Judicial Branch to comply with the Americans with Disabilities Act ("ADA"), 42 U.S.C. § 12101, *et seq.* The ADA prohibits discrimination against qualified individuals with disabilities on the basis of disability. Under the ADA, qualified individuals with disabilities shall not be excluded from participating in, or be denied the benefits of, the Kansas judicial system.

If you believe you have been excluded from participating in, or denied the benefits of, any court system function or program because of a disability, you may file a grievance with the judicial district's ADA officer **or with Elizabeth Reimer, Office of Judicial Administration, 301 SW 10th, (785) 296-5309, TDD number 711, reimere@kscourts.org**¹

Grievance Procedure

1. A grievance should be put in writing by the person filing the grievance (the "grievant") or, if disability is an issue, with the assistance of the ADA officer or designee. Please include the name and address of the grievant, a brief description of the grievance, the relevant date(s), and a statement of the relief sought. All ADA complaints/grievances shall be submitted to the local ADA officer as soon as possible but no later than thirty (30) calendar days from the incident giving rise to the complaint.
2. Upon receipt of a grievance, the local ADA officer should consult with the Judicial Branch ADA Coordinator. The local ADA officer may informally resolve the grievance or investigate the grievance as the officer determines appropriate. In resolving the grievance, the ADA officer may consider evidence submitted by the grievant or any other affected person.
3. The local ADA officer should mail or otherwise deliver a written determination of the grievance to the grievant as soon as possible but no later than thirty (30) calendar days of the filing of the grievance.
4. Any person dissatisfied with the determination may seek review by a hearing officer designated by the Judicial Administrator. A request for review must be made in writing and mailed within ten (10) working days of receipt of the local officer's determination to: Judicial Branch ADA Coordinator, Office of Judicial Administration, 301 S.W. 10th, Topeka, KS 66612.
5. In conducting the review, the designated hearing officer shall consider the written record from the local ADA officer and has discretion to hold a hearing in person or by phone, if appropriate. The designated hearing officer will issue a written decision within thirty (30) calendar days of receipt of the request for review.

¹ Judicial Branch employees who have a disability-related issue may utilize the procedure available in the Kansas Court Personnel Rules.

**Kansas Judicial Branch
Americans With Disabilities Act
NOTICE TO THE PUBLIC**

It is the policy of the Kansas Judicial Branch to comply with the provisions of the Americans With Disabilities Act, 42 U.S.C.A. Section 12101, et seq. ("ADA"). The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that qualified individuals with disabilities shall not be excluded from participating in or be denied the benefits of any program, service, or activity offered by the Judicial Branch.

If you need an accommodation to participate in a court proceeding, please contact the Clerk of the District Court. If possible, please make your request known to the Clerk as soon as possible or at least five working days prior to a scheduled court proceeding so that arrangements can be made.

Should you have a question about your rights and remedies under the ADA, please contact the local ADA Coordinator as listed below:

NAME: Jody Gerry

ADDRESS: Court Administration
Johnson County Courthouse
100 N. Kansas
Olathe, KS 66061

TELEPHONE NUMBERS:
Voice: (913) 715-3307
Fax: (913) 715-3317
TDD: 711

E-MAIL ADDRESS: jody.gerry@jocogov.org