

**Ohio Twelfth District Court of Appeals
Notice under the Americans with Disabilities Act**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Twelfth District Court of Appeals will not discriminate against qualified individuals with either physical or mental disabilities in its services, programs, or activities.

Employment:

The Twelfth District Court of Appeals does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication:

The court will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the court’s services, programs, and activities, including qualified sign language interpreters, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures:

The court will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcome in the court, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a service, program, or activity of the court should contact its ADA Coordinator as soon as possible but no later than five working days before the scheduled event:

Scot Ritter, Assistant Court Administrator
Twelfth District Court of Appeals
1001 Reinartz Boulevard
Middletown, OH 45042
Phone: 513.425.6609
Fax: 513.425.8751
ADA@12thdca.com

The ADA does not require the court to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

The court will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable

modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Grievance Procedure under the Americans with Disabilities Act:

This Grievance Procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the court. For local court participation in court cases or functions, accommodations available for persons with a disability, related to participation in court cases or functions, individuals must contact the local court where the services are needed.

The complaint should be in writing and contain information about the alleged discrimination, such as name, address, and phone number of complainant and the location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the complainant or the complainant's designee as soon as possible but no later than 60 calendar days after the alleged violation to:

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1001 Reinartz Boulevard
Middletown, OH 45042
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Fax: 513.425.8751
ADA@12thdca.com

Within a reasonable time after receipt of the complaint, the ADA Coordinator or the Coordinator's designee will confer with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days the ADA Coordinator or the Coordinator's designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print or audio tape. The response will explain the position of the court and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or the Coordinator's designee does not satisfactorily resolve the issue, the complainant or the complainant's designee may appeal the decision to the Twelfth District Court Administrator within 15 calendar days after receipt of the response.

Within 15 calendar days after receipt of the appeal, the Court Administrator will confer with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days the Court Administrator will respond in writing and, where appropriate, in a format accessible to the complainant with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or the Coordinator's designee, appeals to the Court Administrator, and responses from those offices will be retained by the court for at least three years.

Resources for Persons who are Deaf, Hard of Hearing, and Deaf-Blind for Participation in Court Cases or Functions:

For accommodations available for persons who are deaf, hard of hearing, and deaf-blind related to participation in court cases or functions, individuals must contact the court where the services are needed. If an accommodation is not made by the court, individuals may contact the Supreme Court of Ohio's Language Services Program to file a complaint:

Language Services Program
Supreme Court of Ohio
65 South Front Street, 6th Floor
Columbus, OH 43215-3431
Phone: 614.387.9404
Fax: 614.387.9409
InterpreterServices@sc.ohio.gov

Adopted: November 21, 2022