

## **SUSQUEHANNA COUNTY COURTS– 34<sup>th</sup> JUDICIAL DISTRICT**

### **AMERICANS WITH DISABILITIES ACT (TITLE II) POLICY**

The Unified Judicial System of Pennsylvania (UJS) complies with Title II of the Americans with Disabilities Act (ADA) which provides that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity”. 42 U.S.C.A. §12132. Pursuant to that requirement, if you are an individual with a disability who needs an accommodation in order to participate in any judicial proceeding or any other service, program, or activity of the UJS, you are entitled, at no cost to you, to the provision of certain assistance. The ADA does not require Susquehanna County Courts to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

If you require an accommodation under the ADA, it is recommended that you make your request as soon as possible or at least three (3) business days before your scheduled participation in any court proceeding or UJS program or activity. All requests for accommodation, regardless of timeliness, will be given due consideration and if necessary, may require an interactive process between the requestor and Susquehanna County Courts to determine the best course of action.

To request a reasonable accommodation, please complete the *Request for Reasonable Accommodation Form* and return it to:

Cathy E. Hawley, ADA Coordinator  
Susquehanna County Courthouse  
31 Lake Avenue  
P.O. Box 218  
Montrose, PA 18801  
(570) 278-6673

If you need assistance completing this form, contact the ADA Coordinator. Complaints alleging violations of Title II under the ADA may be filed pursuant to the UJS Grievance Procedure with Cathy E. Hawley, ADA Coordinator. A response will be sent to you after careful review of the facts.