

**Instructions to Request an Accommodation
Under the Americans with Disabilities Act (ADA)**

This sheet accompanies form PC-2, Request for Accommodation by Person with Disabilities.

Any person who has a physical or mental impairment that limits one or more major life activities, has a record of such impairment or is regarded as having such impairment may request an accommodation.

1. A request for an accommodation can be made at any time. It is best, however, to make the request as far in advance as possible in order to allow time to review the request and to make arrangements for the accommodation, if needed. You should give a minimum of ten (10) days' notice, if possible. In emergency situations, the ten-day requirement can be waived, but you should make your request as soon as you know that you may need an accommodation.
2. A request can be made in any court, over the telephone or by email. A person seeking an accommodation can talk with the ADA Contact for the court or any other court employee. Contact information for the courts is available on the Probate Court website at ctprobate.gov.
3. Although you can request an accommodation in any written form or orally, it is preferred that the request be made by completing a Request for Accommodation by Persons with Disabilities form. The form can be obtained at any court and on the website. If you need help filling out the form, ask any of the clerks at the local Probate Court. You may wish to attach other documents to the form, such as a doctor's letter.
4. The accommodation request must include the full name, address and contact information of the person making the request. If known, the request should state the date of the proceeding and the case number. The request should state the nature of the disability that makes an accommodation necessary and include a suggestion as to what would be a reasonable accommodation for the disability.
5. The accommodation requested may be for specific equipment and services, such as assistive listening devices, sign language interpreters or printed material in alternate formats. A full list of available aids and services can be obtained on the website.
6. Most requests for accommodation do not require proof to confirm the existence of a disability. In some cases, however, it is necessary to provide additional information in order to determine whether or not the person requesting the accommodation is a "qualified" person with a disability under the ADA or what accommodation is the most appropriate. The Probate Court will maintain confidentiality in every request for an accommodation. Information provided will be discussed only as necessary to decide if an accommodation is needed and the appropriate type of accommodation.
7. Many requests for accommodation can be granted immediately by the person to whom the request is made. Other requests involve further consideration, sometimes by an ADA Division Coordinator. You will be notified of the decision concerning your request as soon as possible. If an accommodation is appropriate, an effort will be made to provide the accommodation that is suggested. If another accommodation will be equally effective in providing equal and full access to the Connecticut judicial system, the alternate accommodation may be offered.
8. Although the Probate Courts are committed to ensuring that persons with disabilities have equal and full access to the Connecticut judicial system, some requests for an accommodation may be denied. The ADA does not require that an accommodation be provided to someone who is not a "qualified" individual with a disability. In addition, the ADA does not require actions that would cause a "fundamental alteration of a program or service" or would present an "undue financial or administrative burden."

Confidential – Do Not Record

Received:



- Instructions:**
- 1) This form may be used to request an accommodation under the Americans with Disabilities Act.
 - 2) The form can be sent to the Probate Court where the accommodation is needed.
 - 3) For further information, see the instruction attached to this form.
 - 4) Type or print the form in ink. Use additional sheet, or PC-180, if more space is needed.

Probate Court Name (Location where accommodation is needed)

Probate District Number

Person requesting the accommodation (Name and address)

Telephone Number

Name of case (If known)

Email (optional)

Describe the nature of the disability that makes an accommodation necessary.

Describe how the disability affects a major life activity.

Suggest the reasonable accommodation that is necessary.

Special requests or additional comments

Signature of person filing this complaint

Print or type name

Date

