

**IN THE COURTS OF THE  
FIRST JUDICIAL CIRCUIT, STATE OF FLORIDA**

**ADMINISTRATIVE ORDER NO. 2012-32**  
*(Vacates and rescinds Administrative Order No. 2010-33)*

**IN RE:           ADA**  
**AMERICANS WITH DISABILITIES ACT OF 1990**

**WHEREAS**, the Americans with Disabilities Act of 1990 (ADA) requires that reasonable accommodations be provided to requesting qualified persons with disabilities in order that they might participate fully in court programs, services, activities and benefits; and

**WHEREAS**, it is the intent of the First Judicial Circuit to facilitate provisions for reasonable accommodations when requested by qualified persons with disabilities, and

**WHEREAS**, Rule of Judicial Administration, 2.540, “Notices to Persons with Disabilities” as amended, “Requests for Accommodations by Persons with Disabilities” , sets forth with specificity actionable direction in order to better guide the Florida courts and members of the public as to their rights and obligations under the Americans with Disabilities Act of 1990 (ADA) while also intended to promote uniformity in the provision of accommodations to individuals with disabilities.

**WHEREAS**, Title II of the Americans With Disabilities ACT of 1990 (ADA) requires that a grievance procedure be implemented for each public entity; and

**WHEREAS**, the Americans With Disabilities Act of 1990 (ADA) requires that a person be designated to oversee Title II to assure compliance, it is hereby

**ORDERED AND ADJUDGED** that:

1. Pursuant to Rule 2.540(a), Duties of Court, Qualified individuals with a disability will be provided, at the court's expense, with accommodations, reasonable modifications to rules, policies or practices, or the provision of auxiliary aids and services, in order to participate in programs or activities provided by the courts of this state. The court may deny a request only in accordance with subdivision (e). Pursuant to Rule 2.540(b) Definitions, The definitions encompassed in the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101, et seq., are incorporated.

2. Notice Requirement pursuant to Rule 2.540(c): All notices of court proceedings to be held in a public facility, and all process compelling appearance at such proceedings, shall include one of the following statements, selected based on the county in which the action is pending, in bold face, 14-point Times New Roman or Courier font.

**“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact:**

**Court Administration, ADA Liaison  
Escambia County  
190 Governmental Center, 5<sup>th</sup> Floor  
Pensacola, FL 32502  
Phone (850) 595-4400 Fax (850) 595-0360  
[ADA.Escambia@flcourts1.gov](mailto:ADA.Escambia@flcourts1.gov)**

**at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”**

Or

**“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact:**

**Court Administration, ADA Liaison  
Santa Rosa County  
6865 Caroline Street  
Milton, FL 32570  
Phone (850) 623-3159 Fax (850) 982-0602  
[ADA.SantaRosa@flcourts1.gov](mailto:ADA.SantaRosa@flcourts1.gov)**

**at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”**

Or

**“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact:**

**Court Administration, ADA Liaison  
Okaloosa County  
1940 Lewis Turner Boulevard  
Fort Walton Beach, Florida 32547  
Phone (850) 609-4700 Fax (850) 651-7725  
[ADA.Okaloosa@flcourts1.gov](mailto:ADA.Okaloosa@flcourts1.gov)**

**at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”**

Or

**“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact:**

**Court Administration, ADA Liaison  
Walton County  
571 Highway 90 East  
DeFuniak Springs, Florida 32433  
Phone (850) 595-4400 Fax (850) 595-0360  
[ADA.Walton@flcourts1.gov](mailto:ADA.Walton@flcourts1.gov)**

**at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”**

3. The procedures for obtaining an accommodation as well as the grievance procedure adopted by the First Judicial Circuit are posted on the court’s website at: [www.firstjudicialcircuit.org](http://www.firstjudicialcircuit.org) as well as available through each Office of Court Administration, Court Program or Judicial Office of the First Circuit. These procedures 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 Florida State Courts System. If such grievance involves a matter that may affect the orderly administration of justice it is within the discretion of the presiding judge to stay the proceeding and seek expedited resolution of the grievance.

4. Requests for accommodations under this rule may be presented on the form provided on the website at: [www.firstjudicialcircuit.org](http://www.firstjudicialcircuit.org) and attached hereto, in another written format or orally.

a. Requests for accommodations must include a description of the accommodation sought, along with a statement of the impairment that necessitates the accommodation and the duration that the accommodation is to be provided. The court, in its discretion, may require the individual with a disability to provide additional information about the impairment. Requests for accommodation shall not include any information regarding the merits of the case.

b. Requests must be forwarded to: Court Administration, ADA Liaison in the county in which the action is pending or the accommodation sought, within the 7 day time frame. The court may, in its discretion, waive the 7 day time frame requirement.

5. Response to Accommodation Request. The court shall respond to a request for accommodation as follows:

a. The court shall consider, but is not limited by, the provisions of the Americans with Disabilities Act of 1990 in determining whether to provide an accommodation or an appropriate alternative accommodation.

b. The court shall inform the individual with a disability of the following:

(1) That the request for accommodation is granted or denied, in whole or in part, and if the request for accommodation is denied, the reason therefor; or that an alternative accommodation is granted;

(2) The nature of the accommodation to be provided, if any; and

(3) The duration of the accommodation to be provided

If the request for accommodation is granted in its entirety, the court shall respond to the individual with a disability by any appropriate method. If the request is denied or granted only in part, or if an alternative accommodation is granted, the court must respond to the individual with a disability in writing, as may be appropriate, and if applicable, in an alternative format.

(4) If the court determines that a person is a qualified person with a disability and an accommodation is needed, a request for accommodation may be denied only when the court determines that the requested accommodation would create an undue financial or administrative burden on the court or would fundamentally alter the nature of the service, program or activity.

6. That the attached Designation of Responsible Person and Internal Grievance Procedure with Statement of Grievance form is the official accounting of the internal grievance procedures for the First Judicial Circuit and that Shelia Sims, Chief Deputy

Court Administrator is designated as the ADA Coordinator for the First Judicial Circuit until further order of this court.

**DONE AND ORDERED** at Pensacola, Escambia County, Florida, on this 28<sup>th</sup> day of June, 2012. .

/S/ TERRY D. TERRELL

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**TERRY D. TERRELL**  
**Chief Judge**

Copies furnished to:

All Judges, First Judicial Circuit  
All Clerks of Court, First Judicial Circuit  
William Eddins, State Attorney  
James Owens, Public Defender  
Robin Wright, Trial Court Administrator  
All Court Program Managers, First Judicial Circuit  
All Law Enforcement Agencies, First Judicial Circuit  
State and County Probation, First Judicial Circuit  
Escambia-Santa Rosa Bar Association (for distribution)  
Okaloosa-Walton Bar Association (for distribution)  
Debbie Howells, SCS ADA Coordinator  
Posted at [www.FirstJudicialCircuit.org](http://www.FirstJudicialCircuit.org)

**THIS ADMINISTRATIVE ORDER IS ACCOMPANIED BY ATTACHMENTS THAT ARE NOT COMPATIBLE WITH SCREEN READERS. IF YOU WISH TO OBTAIN A COPY OF THE ATTACHMENTS TO THIS ADMINISTRATIVE ORDER, PLEASE CONTACT COURTADMINISTRATION AT 850-595-4400.**

**THE ATTACHMENTS TO THIS ORDER ARE ALSO AVAILABLE IN THE DOCUMENT LIBRARY OF THIS WEBSITE AT THE FORMS LINK.**