



**MA Trial Court
Office of Court Management
2 Center Plaza
Suite 540
Boston, MA 02108**

Massachusetts Trial Court Request for Reasonable Accommodation

INSTRUCTIONS: To enable a person with a disability to access the court system, information is needed to determine the nature and extent of any requested accommodation. It is the policy of the MA Trial Court to process all reasonable accommodation requests within 72 hours of the date the request is received.

I wish to make a Request for a Reasonable Accommodation:

Date of Request

Name:

Phone:

E-mail:

Address:

(Street)

(City)

(State)

(Zip)

Status Juror

Attorney/Legal Staff

Witness

Party

Other Status (Specify)

Court Appearance: Name of Court

Date of Appearance

Case Name and Docket#

Type of Accomodation Requested

Access: physical access to parking lots/entrances/rest rooms/elevators/court rooms.

Issue-Related: I need the following reasonable accommodations:

Large Print

Digital Audio Reading

Sign Language Interpreter

CART (Communication Access Real-time Translation)

Assistive Listening Devices

Other (please specify)

Date and Time Needed

at

AM

PM

Limitations Requiring Accommodation:

Signature of Requestor or Person completing the form

Relationship to Requestor

Submit form to: The ADA Coordinator in the courthouse where you are seeking an accommodation.

Refer to website for directory of ADA Coordinators at <http://www.mass.gov/courts/admin/hr.html> for contact information. This document may be available in alternative format.