

FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA
Allegheny County Courts

Americans with Disabilities Act
Grievance Procedure
(Title II related matters involving access to Court services)

This grievance procedure is established for the prompt resolution of complaints alleging any violation of Title II of the Americans with Disabilities Act of 1990 (ADA), subsequent amendments of the Act, and regulations implementing the Act.

Title II of the ADA states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs, services or activities sponsored by a public entity.

This grievance procedure 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 Fifth Judicial District. The Fifth Judicial District’s personnel policies govern employment-related complaints of disability discrimination.

The grievance/complaint should be in writing and contain the following information: name, address, and phone number of complainant, and location, date, and description of the problem/violation. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities as needed.

Complaints must be filed with the Deputy Court Administrator no later than 30 calendar days from the date of the alleged violation at:

Deputy Court Administrator-Court Administration
Fifth Judicial District of Pennsylvania
300 Frick Building
437 Grant Street
Pittsburgh, PA 15219
fax: (412) 350-5083
phone: (412) 350-4044
email: courtaccess@alleghencourts.us

Within 30 calendar days after receipt of the complaint, the Deputy Court Administrator or a designee of the court will investigate the complaint and issue a written determination to the complainant, accompanied by a proposed resolution of the matter, as appropriate.

If the response to the complaint does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the Deputy District Court Administrator for the Fifth Judicial District at the above address. Within 15 calendar days after receipt of the appeal, the Deputy District Court Administrator or his/her designee will respond in writing with a final resolution of the complaint.

A record of the grievance and any appeal shall be maintained for three (3) years from the date the complaint was received. The record shall be located in the Court Administrative Office for the Fifth Judicial District. Use of this grievance procedure is not a prerequisite to and does not preclude a complainant from pursuing other remedies available under law.