

FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA

ALLEGHENY COUNTY COURTS

AMERICANS WITH DISABILITIES ACT (TITLE II)

GRIEVANCE PROCEDURE

This grievance procedure is established for the prompt resolution of complaints alleging any violation of Title II of the Americans with Disabilities Act (ADA) in the provision of services, programs, or activities by the Fifth Judicial District of Pennsylvania. If you require a reasonable accommodation to complete this form, or need this form in an alternate format, please contact the ADA Coordinator at 412-350-1254.

To file a complaint under the Grievance Procedure please take the following steps:

1. Complete the complaint form and return it to:

ADA Coordinator/Court Administration
Fifth Judicial District of Pennsylvania
300 Frick Building
437 Grant St.
Pittsburgh, PA 15219
Courtaccess@allegheycourts.us

Alternative means of filing complaints will be made available for persons with disabilities upon request. The complaint should be submitted as soon as possible but no later than sixty (60) calendar days after the alleged violation.

2. Within fifteen (15) calendar days of receipt of the complaint, the ADA Coordinator will investigate the complaint, including meeting with the individual seeking an accommodation either in person or via telephone, to discuss the complaint and possible resolutions. Within fifteen (15) calendar days of the meeting, the ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complainant such as large print, Braille, or audio. The response will explain the position of the Fifth Judicial District and offer options for substantive resolution of the complaint.
3. If the response to the complaint does not satisfactorily resolve the issue, the complainant may appeal the decision within fifteen (15) calendar days after the receipt of the response to the Chief Deputy Court Administrator. Within fifteen (15) calendar days after receipt of the appeal, the Chief Deputy Court Administrator will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the Chief Deputy Court Administrator will respond in writing, and where appropriate, in a format accessible to the complainant with a final resolution of the complaint.

This grievance procedure is informal. An individual's participation in the informal process is completely voluntary. Use of this grievance procedure is not a prerequisite to and does not preclude a complainant from pursuing other remedies available under law.

The Unified Judicial System (UJS) Policy on Non-Discrimination and Equal Employment Opportunity also encompasses disability-related issues and provides complaint procedures for UJS court users. Any employment-related disability discrimination complaints will be governed by the UJS Policy on Nondiscrimination and Equal Employment Opportunity and the Fifth Judicial District's personnel policies.