



Court of Common Pleas, 22nd Judicial District, Wayne County, Pennsylvania

AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE

This grievance procedure is established for the prompt resolution of complaints alleging any violation of Title II of the Americans with Disability Act (ADA) in the provision of services, programs or activities by the Court of Common Pleas of the 22nd Judicial District, Wayne County, Pennsylvania. If you require a reasonable accommodation to complete this form, or need this form in an alternate format, please contact ADA Coordinator Linus H. Myers, Wayne County Courthouse, 925 Court Street, Honesdale, Pa. 18431 (570) 253-0101 e-mail lm Myers@co.wayne.pa.us.

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

1. Complete the complaint form and return to the ADA Coordinator. Alternate 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 on 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 or designee 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 Court of Common Pleas 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 decisions within fifteen (15) calendar days after receipt of the response to the President Judge. Within fifteen (15) calendar days after receipt of the appeal, the President Judge will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) days after the meeting, the President Judge will respond in writing and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

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

The Court of Common Pleas Policy on Non-Discrimination and Equal Employment Opportunity also encompasses disability-related issues and provides complaint procedures for court users. Any employment related disability discrimination complaints will be governed by the Court's policy on Nondiscrimination and Equal Employment Opportunity.