

**Snohomish County Superior Court
3000 Rockefeller Avenue, M/S 502
Everett, WA 98201**

REQUEST FOR REASONABLE ACCOMMODATION FORM AND INSTRUCTIONS

To request a reasonable accommodation, you must complete the **Request for Reasonable Accommodation Form** and return it to the Superior Court Accommodations Coordinator listed below.

You can complete it online or complete it by hand; original signatures are needed upon completion. If you have questions, please contact the Superior Court Accommodations Coordinator at 425-388-3369. Please note that staff cannot fill out forms or give legal advice.

Steps for Completing the Form:

1. **Line No. 1:** Fill in the Case Number and Name if known.

2. **Line No. 2:** Fill in the name, address, phone number and email of person needing accommodation.

3. **Line No. 3:** Identify your specific interest or participation in the proceeding, court service, program or activity for which you need an accommodation.
 - a. If you are the person initiating or starting a case; check 'Petitioner/Plaintiff'.
 - b. If you are the person which the case or action is brought against or the accused; check 'Defendant/Respondent'.
 - c. If you are not a participant in a case; check 'Other' and state your specific interest or connection to the proceeding. ('Other' includes but is not limited to court observer, interested persons such as guardian ad litem, guardian, and interpreter).

4. **Line No. 4:** If you know the date(s) of the proceeding(s), list them. If not known, once a hearing is scheduled, submit a new form or advise the Accommodations Coordinator of upcoming dates.

5. **Line No. 5:** Please explain why the accommodation is needed. Please state the nature of your disability and how it prevents you from participating in the court proceeding(s) unless you are provided with an accommodation. If you are unsure, state the disability as best you can and describe how it affects you. For example, if you have a problem remembering information, or understanding the proceedings due to a learning disability, please detail this on the Line No. 5.

The Court may require the person requesting accommodation to provide additional information about the qualifying disability to help assess the appropriate accommodation.

As this information may become part of a public court record, you may disclose confidential information under form WPF All Cases 01.0300, Sealed Medical and

Health Information (Cover Sheet) and refer the court to that information rather than stating it here.

6. **Line No. 6:** What is it that you believe you need to help you participate in the court proceeding(s)? Examples of accommodations the court may be asked to provide include: Sign Language Interpreters, Assistive Listening Devices, removal of barriers for persons with mobility impairments, appointment of guardians ad litem for persons with mental impairments or cognitive disabilities.

As this information may become part of a public court record, you may disclose confidential information under form WPF All Cases 01.0300, Sealed Medical and Health Information (Cover Sheet) and refer the court to that information rather than stating it here.

7. **Line No. 7:** If there is other information that will help the court evaluate your request, include it on Line 7. If you have medical information that describes your disability and how it affects your ability to participate in the court process, please provide it.

Medical information that is filed under form WPF All Cases 01.0300, Sealed Medical and Health Information (Cover Sheet) or otherwise sealed by the court will not be included in the public court record and will be kept under confidential court seal unless there is a motion (written request to the court) for access that is granted after a hearing at which you will have the opportunity to appear.

8. **Line No. 8:** Please check the box which indicates the best way to contact you.

9. Print your name, sign and date. Provide the City and State where you are signing the form. Mail or hand deliver form to the Accommodations Coordinator at the address below:

ADA Coordinator
Snohomish County Superior Court
3000 Rockefeller Ave, MS 502
Everett, WA 98201
Phone: 425-388-3369
E-Mail: SuperiorCourtADA@snoco.org