



State of Maine Judicial Branch  
DISABILITY ACCOMMODATION Request Form



If you have a physical or mental disability as defined by law,  
the Maine state courts will provide reasonable accommodations.

**This form is only for people with disabilities who need accommodations in court.**

Requests to reschedule your case, even for medical reasons, cannot be addressed by this form.

**Please contact a clerk in your local court with questions about your court case or  
the Violations Bureau Helpline at 207-783-5422 with questions about your traffic ticket.**

Please **submit your disability accommodation request at least 5 days** before your court date, if possible.

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Courthouse:** \_\_\_\_\_

**Case or Ticket Number:** \_\_\_\_\_ **Type of Case:** \_\_\_\_\_

**Date of Court Case:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Disability or Disabilities:** \_\_\_\_\_

**What accommodations do you need?** Please be specific. Attach additional page(s) if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE DO NOT SEND MEDICAL RECORDS**

Only if needed, the Judicial Branch will ask for more medical information to make a decision.

All information concerning this request will be kept confidential,  
unless confidentiality is waived in writing or disclosure is required by law.

**E-mail this form to the Court Access Coordinator at: [accessibility@courts.maine.gov](mailto:accessibility@courts.maine.gov)**

Or mail to: Court Access Coordinator, Administrative Office of the Courts, PO Box 4820, Portland ME 04110

Or give to: a court clerk at the courthouse

**Questions?**

Contact the Court Access Coordinator if you have questions, need help filing your request for  
accommodation, or feel you have not been treated fairly because of your disability.

E-mail: [accessibility@courts.maine.gov](mailto:accessibility@courts.maine.gov)      Voice: 207-822-0718      TTY: Maine Relay 711

**Assistive Listening Devices are available in every courthouse. Please ask a clerk.**