State of Maine Judicial Branch
DISABILITY ACCOMMODATION REQUEST FORM

PLEASE DO NOT SEND MEDICAL RECORDS

The Judicial Branch will ask for more medical information only if needed to make a decision.

This form, if filed with the court, may be available to other parties/counsel in your case.

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 Case: _____ **Time:** _____

If the request is not related to a court case, what court activity or program are you asking for an accommodation for?

_____
_____
_____

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

_____
_____
_____

How will this accommodation help you participate in a court proceeding, program, or activity? The Judiciary will try to provide the accommodation you asked for. Please be specific. Attach additional page(s) if necessary.

_____
_____

Sometimes a specific accommodation is not reasonably available. Are there any other accommodations that would work?

_____
_____

Please provide any additional information that might be useful in the ADA Coordinator's review of your accommodation request:

_____
_____
_____

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

E-mail this form to the Court Access Coordinator at: **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 Voice: 207-822-0718 TTY: Maine Relay 711

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