



# Superior Court of the State of California

## COUNTY OF TULARE

ADMINISTRATION

221 S. Mooney Blvd., Room 303

Visalia, California 93291

Telephone: (559) 730-5000

Facsimile: (559) 737-4290

Stephanie Cameron  
Court Executive Officer/  
Jury Commissioner

## ADA Grievance Procedure

This Grievance Procedure is established in accordance with the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Superior Court of California, County of Tulare ("Court").

Before filing a grievance, you may seek informal resolution by contacting the ADA Coordinator (see contact information contained in this procedure). The Court encourages, but does not require, an attempt to resolve concerns informally prior to filing a formal grievance. If your informal concern is not resolved in a timely fashion, you have the right to file a formal grievance under this procedure.

**Do not use this process** if the Court denied your request for accommodation and you want to appeal the determination. Refer to the procedures in California Rules of Court 1.100 (g).

- If your request for accommodation was denied by a judge or commissioner, refer to California Rules of Court 1.100 (g)(2) and rules 8.485-8.493 or 8.930-8.936 in the appropriate reviewing court.
  - If your request for accommodation was denied by non-judicial court personnel, refer to California Rules of Court 1.100 (g)(1).
1. The complaint should be in writing and contain the complainant's name, address, and phone number, as well as a detailed description of the incident or condition, and the location, date, and time of any incident. Upon request to the Court's ADA Coordinator (contact information provided below) complaints may be filed in another format, such as in person or by telephone, that accommodates the complainant.
  2. The complaint should be submitted by the complainant and/or his/her designee as soon as possible, but no later than 60 calendar days after the incident occurred, to the Court's ADA Coordinator:

ATTN: ADA Coordinator  
Superior Court of California, County of Tulare  
221 S. Mooney Boulevard, Rm. 104  
Visalia, CA 93291  
Telephone (559) 734-5425  
[ADACoordinator@tulare.courts.ca.gov](mailto:ADACoordinator@tulare.courts.ca.gov)

3. Upon receipt of a complaint, the ADA Coordinator or designee will investigate the complaint. The ADA Coordinator may, at his or her discretion, discuss the complaint or possible resolution of the complaint with the complainant, or seek additional information from the complainant. The complainant's failure to respond to a request for additional information may be deemed an abandonment of the complaint. The ADA Coordinator or designee may, in his/her discretion, seek assistance from other sources in responding to the complaint.

The Court will make every reasonable effort to ensure that confidentiality is maintained throughout the complaint, investigation and corrective action processes, to the extent consistent with the law. This means the Court will share information only on a need-to-know basis.

4. Within 30 calendar days of receiving the complaint, the ADA Coordinator or designee will respond in writing to the complainant. The response will explain the position of the Court, and if applicable, offer options for resolution of the complaint. Upon request to the ADA Coordinator, responses may be presented in another format, such as in person or by telephone, that accommodates the complainant. If more than 30 days is required to respond to the complaint, the ADA Coordinator will promptly notify the complainant of the expected date that a written response will be provided.
5. If the complainant and/or designee is dissatisfied with the response by the ADA Coordinator or designee, the complainant may request reconsideration of the response within 20 calendar days after the date of the response.
6. Requests for reconsideration should be in writing, and include the complainant's name, address, and phone number, a copy of the original complaint, a copy of the Court's response, and a description of issue(s) for reconsideration. Upon request to the ADA Coordinator, requests for reconsideration may be filed in another format, such as in person or by telephone, that accommodates the complainant. Requests for reconsideration must be submitted to:

ATTN: Court Executive Officer  
Superior Court of California, County of Tulare  
221 S. Mooney Boulevard, Rm. 303  
Visalia, CA 93291  
Telephone (559) 730-5000, Option 8 for Court Administration

7. The Court Executive Officer or designee will review the initial complaint, written response of the ADA Coordinator or designee, and the request for reconsideration, and may at his or her discretion, discuss the complaint or possible resolution of the request for reconsideration with the complainant, or seek additional information from the complainant. The complainant's failure to respond to a request for additional information may be deemed an abandonment of the request for reconsideration. The ADA Administrator or designee may, in his/her discretion, seek assistance from other sources in responding to the request for reconsideration.
8. Within 30 calendar days of receiving the request for reconsideration, the ADA Administrator will respond in writing to the complainant with a final resolution of the complaint. Upon request to the ADA Administrator, the response may be presented in another format, such as in person or by telephone, that accommodates the complainant. If more than 30 days is required to respond to the request for reconsideration, the ADA Administrator will promptly notify the complainant of the expected date that a written response will be provided.
9. All written complaints, requests for reconsideration, and responses will be retained by the Court for at least three years.

This Grievance Procedure is not intended to resolve employment-related complaints of disability discrimination or harassment. The Court's Equal Employment Opportunity Policy and Harassment-Free Workplace Policy govern employment-related complaints. This document may be made available in alternate formats as a reasonable accommodation upon request.