

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF TULARE**



**AMERICANS WITH DISABILITIES ACT (ADA)  
(COURT USERS)**

**INSTRUCTION SHEET  
(For Court Users)**

**Form MC-410**

**REQUEST FOR ACCOMMODATIONS BY PERSONS WITH DISABILITIES AND RESPONSE  
Per California Rules of Court (C.R.C.) 1.100**

**KEEP THIS INSTRUCTION SHEET FOR REFERENCE**

1. Please complete the Request for Accommodations MC-410 form to request assistance during your visit in the Court. If you need help with the form, please ask court staff or contact the ADA Coordinator or designee at (559) 734-5425.

NOTE: Please provide your phone number and fax number (if available) in the applicant section of the "Request for Accommodations" form to allow staff to contact you if there are any questions.

2. Submit the completed MC-410 form to staff in the courtroom, at any public counter or mail it to the address below. You should give the Court as much notice as possible, at least five (5) days in advance of the requested implementation date (per CRC 1.100) to allow time for the Court to respond to your requested need for accommodation. Allow extra time if your request is mailed.

**Superior Court of California, County of Tulare  
Attention: ADA Coordinator  
221 S. Mooney Boulevard, Rm. 104  
Visalia, CA 93291**

If you are running short of time, your request for accommodation may be faxed to the ADA Coordinator at (559) 730-2772 or email your request to [ADACoordinators@tulare.courts.ca.gov](mailto:ADACoordinators@tulare.courts.ca.gov).

3. If you are unsure about the status of your request, please call the ADA Coordinator or designee at the phone number listed above.
4. Service animals are welcome into our court facilities. For definitions of service animals, refer to the 2020 ADA Amendment on Service Animals effective February 2020 linked on the court website. To bring in a comfort and/or emotional support animal into a court facility, an accommodation request must be submitted. This needs to be done at least (5) days before your court date or visit to the court.
5. If your request is denied, you may seek review of the denial in California Rules of Court, Rule 1.100 (g).