

IN THE CIRCUIT COURT OF THE  
EIGHTEENTH JUDICIAL CIRCUIT OF  
FLORIDA

ADMINISTRATIVE ORDER NO.:  
**10-18**  
**SUPERSEDES 08-01**

**IN RE: AMERICANS WITH DISABILITIES ACT - REQUESTS FOR ACCOMMODATIONS BY  
PERSONS WITH DISABILITIES**

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WHEREAS, the Americans with Disabilities Act of 1990 (ADA) requires that reasonable accommodations be provided to requesting qualified persons with disabilities in order that they might participate fully in court programs, services, activities, and benefits; and

WHEREAS, it is the intent of the Eighteenth Judicial Circuit to facilitate provision of reasonable accommodations when request by qualified person with disabilities;

IT IS ORDERED that all notices of court proceedings to be held in a public facility, and all process compelling appearance at such proceedings, shall include the following language, printed in boldface, 14-point Times New Roman or Courier font:

**“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact {identify applicable court personnel by name, address, and telephone number} at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”**

IT IS ALSO ORDERED that procedures for obtaining an accommodation and for filing a grievance be posted in each court facility and also on the 18<sup>th</sup> Judicial Circuit’s website ([www.flcourts18.org](http://www.flcourts18.org)).

IT IS FURTHER ORDERED that a written response be provided whenever a request for an accommodation is denied, granted only in part, or if an alternative accommodation is granted.

DONE AND ORDERED, this 14th day of June, 2010.

J. PRESTON SILVERNAIL  
J. PRESTON SILVERNAIL  
CHIEF JUDGE

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