

How to Request a Reasonable Accommodation

This general protocol is part of the Judicial Branch commitment to comply with the Americans with Disabilities Act (ADA) to ensure all citizens have access to the courts.

1. Ask any judicial staff if you need a reasonable accommodation for a scheduled judicial activity.
2. Judicial staff will route your request to the appropriate locally identified [Disability Access Coordinator](#).
3. The local Disability Access Coordinator will ask the individual making the request a few questions to determine how to meet their needs:
 - a. Name of the individual needing assistance
 - b. Exact type of accommodation(s) needed
 - c. Case file number
 - d. Date and time of trial or hearing
 - e. Is the individual needing assistance the plaintiff, defendant, juror, witness or court observer?
 - f. Is the individual represented by an attorney, and if so, what is the contact information for the attorney?
4. The local Disability Access Coordinator will make arrangements for the requested reasonable accommodation.
 - a. Accommodations should be tailored to meet individual needs.
 - b. Deaf and hard of hearing assistance will be arranged according to the [Guidelines for Accommodating Persons Who are Deaf or Hard of Hearing in the Courts](#).
 - c. The [Access to Justice Video](#) provides examples of general and specific accommodations that may be provided in judicial settings.
5. Many reasonable accommodations can be arranged at little or no cost. If expenses are incurred, the local Disability Access Coordinator may use and submit the [AOC-G-116](#) form to the N.C. Administrative Office of the Courts.

Spoken foreign language court interpreters do not fall under the Americans with Disabilities Act (ADA).

If a spoken foreign language court interpreter is needed, please submit a [Request for Spoken Foreign Language Court Interpreter](#) form to the appropriate Language Access Coordinator.

