

HOW TO REQUEST A REASONABLE ACCOMMODATION IN THURSTON COUNTY SUPERIOR COURT

If you want to request a reasonable accommodation, you must fill out the request for reasonable accommodation form and send it to the court administrator.

→ **Protect your privacy!** The things you write in this form or send with this form may become a public record. If you want medical and health information to be private, send it with a special cover sheet on top. The cover sheet is called "Sealed Medical and Health Information (Cover Sheet)." The cover sheet is included with this packet of information.

How to Fill Out the Form:

- Line 1:** Write the case number and name of the case that you want an accommodation for. If you do not know this information, leave these lines blank.
- Line 2:** Write your name, address, and telephone number. You can also give us your e-mail address if you have one.
- Line 3:** Tell us why you are interested in the court proceeding or court activity.
- Check "other" if none of the listed options apply to you. If you check "other," please give us some information about your interest at the court. For example, are you a court observer, guardian ad litem, guardian, or interpreter? Do you want to watch a trial? Something else?
- Line 4:** The court has to know the date and time when you want an accommodation. If you do not know the date and time when you fill out this form, you must update the court when you find out.
- Line 5:** You must explain why you need an accommodation. What is your disability? How does your disability prevent you from participating in court unless you have an accommodation? Give us the best information you can.

Line 6: Tell the court what accommodation you want. For instance, do you want a sign language interpreter, assistive listening device, a note taker, a reader, or removal of physical barriers? Something else?

Line 7: Write down anything else you think the court should know when it reviews your request.

If you have medical information that describes your disability and how it affects your ability to participate in court, you should give it to the court. Use the cover sheet discussed at the top of this document under the heading "protect your privacy."

Line 8: Tell us how we should contact you. Print your name. Sign the form and write down the city and state you signed it in. Then give the form to the court administrator.

After you fill out the form, send it to:

Court Administrator
2000 Lakeridge Drive SW
Olympia, WA 98502

You can mail it, deliver it in person, or e-mail
AccessibilitySuperiorCourt@co.thurston.wa.us

The court administrator can also help you fill out the form if you call her at (360) 786-5559 or (360) 786-5560.