

**Judicial Branch
Americans with Disabilities Act (Title II)
Grievance Procedure**

It is the policy of the Kansas Judicial Branch to comply with the Americans with Disabilities Act (“ADA”), 42 U.S.C. § 12101, *et seq.* The ADA prohibits discrimination against qualified individuals with disabilities on the basis of disability. Under the ADA, qualified individuals with disabilities shall not be excluded from participating in, or be denied the benefits of, the Kansas judicial system.

If you believe you have been excluded from participating in, or denied the benefits of, any court system function or program because of a disability, you may file a grievance with the judicial district’s ADA officer; Lea Dawn Welch, SNCO Courthouse, Suite #406, 200 SE 7th Street, Topeka, Kansas, 66603. (P) 785-251-6789 or Fax # 785-251-4917

Grievance Procedure

1. A grievance should be put in writing by the person filing the grievance (the “grievant”) or, if disability is an issue, with the assistance of the ADA officer or designee. Please include the name and address of the grievant, a brief description of the grievance, the relevant date(s), and a statement of the relief sought. All ADA complaints/grievances shall be submitted to the local ADA officer as soon as possible but no later than thirty (30) calendar days from the incident giving rise to the complaint.
2. Upon receipt of a grievance, the local ADA officer should consult with the Judicial Branch ADA Coordinator. The local ADA officer may informally resolve the grievance or investigate the grievance as the officer determines appropriate. In resolving the grievance, the ADA officer may consider evidence submitted by the grievant or any other affected person.
3. The local ADA officer should mail or otherwise deliver a written determination of the grievance to the grievant as soon as possible but no later than thirty (30) calendar days of the filing of the grievance.
4. Any person dissatisfied with the determination may seek review by a hearing officer designated by the Judicial Administrator. A request for review must be made in writing and mailed within ten (10) working days of receipt of the local officer’s determination to: Judicial Branch ADA Coordinator, Office of Judicial Administration, 301 S.W. 10th, Topeka, KS 66612.
5. In conducting the review, the designated hearing officer shall consider the written record from the local ADA officer and has discretion to hold a hearing in person or by phone, if appropriate. The designated hearing officer will issue a written decision within thirty (30) calendar days of receipt of the request for review.