



MA Trial Court  
Office of Court Management  
2 Center Plaza  
Suite 540  
Boston, MA 02108

# Massachusetts Trial Court

## Request for Reasonable Accommodation

**INSTRUCTIONS:** To enable a person with a disability to access the court system, information is needed to determine the nature and extent of any requested accommodation. It is the policy of the MA Trial Court to process all reasonable accommodation requests within 72 hours of the date the request is received.

**I wish to make a Request for a Reasonable Accommodation:**

**Date of Request**

**Name:**

**Phone:**

**E-mail:**

**Address:**

(Street)

(City)

(State)

(Zip)

**Status** ☐ Juror

☐ Attorney/Legal Staff

☐ Witness

☐ Party

**Other Status (Specify)**

**Court Appearance: Name of Court**

**Date of Appearance**

**Case Name and Docket#**

### **Type of Accommodation Requested**

☐ **Access:** physical access to parking lots/entrances/rest rooms/elevators/court rooms.

☐ **Issue-Related: I need the following reasonable accommodations:**

☐ Large Print

☐ Digital Audio Reading

☐ Sign Language Interpreter

☐ CART (Communication Access Real-time Translation) ☐ Assistive Listening Devices

☐ Other (please specify)

**Date and Time Needed**

at

☐ AM

☐ PM

**Limitations Requiring Accommodation:**

**Signature of Requestor or Person completing the form**

**Relationship to Requestor**

**Submit form to:** The ADA Coordinator in the courthouse where you are seeking an accommodation.

Refer to website for directory of ADA Coordinators at <http://www.mass.gov/courts/admin/hr.html> for contact information. This document may be available in alternative format.