

The New Jersey Judiciary's Title II ADA Procedures for Access to the Courts By Individuals with Disabilities



The Judiciary ensures that its courts, programs, services, and activities are accessible to all members of the community and prohibits discrimination against individuals with disabilities

Relevant Provisions of the Judiciary Policy Prohibiting Discrimination Against Individuals with Disabilities

Court users

The Judiciary is committed to complying with the Americans with Disabilities Act (ADA), the New Jersey Law Against Discrimination (NJLAD), and other applicable anti-discrimination statutes. The Judiciary will not discriminate against a court user -- litigants, witnesses, victims, spectators, jurors, attorneys, agency representatives, volunteers, probationers and participants in court programs, services and activities -- on the basis of a disability regarding that individual's access to court proceedings, programs, services and activities.

Reasonable accommodations

The Judiciary will provide a reasonable accommodation for a court user with a disability, enabling the individual to access and participate in court proceedings, programs, services and activities, provided that the accommodation does not fundamentally alter the nature of a Judiciary program, service or activity or impose an undue hardship upon the Judiciary. A court user with a disability may request a reasonable accommodation by contacting the local Title II ADA coordinator listed in this brochure or at njcourts.gov.

What is the New Jersey Judiciary?

The New Jersey Judiciary consists of the local Superior Courts (the county courts/vicinages) and the central office, which includes the Supreme Court; the Superior Court, Appellate Division; the Superior Court Clerk's Office; the Tax Court; the Disciplinary Review Board; the Office of Attorney Ethics; the Lawyers' Fund for Client Protection; the Administrative Office of the Courts; and Probation Services.

Access by court users with disabilities

Court users with disabilities seek to participate in the court's programs, services and activities. The Judiciary provides court users with disabilities with effective accommodations to give them an equal opportunity to participate.

What types of accommodations does the Judiciary provide?

The following are examples of accommodations that the Judiciary may provide:

- Interpreters: American Sign Language (ASL), Certified Deaf Interpreters (CDI), oral interpreters, tactile interpreters for people who are deaf and blind and transliterators
- Computer Aided Real-time Transcription (CART) services, text in alternative formats, such as Braille, audio access and Assistive Listening Devices (ALD)
- Readers and notetakers
- Alternative seating arrangements and locations
- Modified schedules

How do I request an accommodation?

You, your lawyer or anyone acting on your behalf, can request an accommodation. For example, when you are in court, you can tell the judge or court staff, such as the court clerk, that you need an accommodation for your next appearance. The Judiciary also has assigned staff who are called Title II ADA coordinators to handle your accommodation request. The Title II ADA coordinators are listed in this brochure and at njcourts.com.

You can contact the Title II ADA coordinator in the location where your case or matter is being handled or where the Judiciary program, service or activity is provided. There are Title II ADA coordinators in each Superior Court (county or local courthouse)

and the central office. Try to give the court at least two weeks notice before your court appearance. If your matter is emergent, contact the Title II ADA coordinator immediately.

Can I suggest to the Judiciary what accommodation would work for me?

Yes, the Judiciary encourages you to tell us what kind of accommodation would enable you to effectively participate in the Judiciary's proceedings, programs, services and activities. While we might not be able to fulfill your exact accommodation request, we will strive to provide you with an equal opportunity to participate.

If my accommodation does not work for me, what do I do?

If you are in a courthouse, you can tell the judge or court staff. You can also always contact the Title II ADA coordinator.

If I am still not satisfied with my accommodation, what should I do?

If you spoke with the Title II ADA coordinator or court staff about your accommodation, and still feel that your access issue is not resolved, you may file a court user accommodation appeal with the assignment judge in any of the county courthouses or with the administrative director of the courts. The court user accommodation appeal form is available from the local Title II ADA coordinator or at njcourts.gov.

We encourage you to file your appeal as quickly as possible. We will only share information about you that is necessary to address your appeal.

Filing a court user accommodation appeal does not in any way limit or replace other legal remedies that may be available.

If everything went well with the accommodation provided for me, how do I let the Judiciary know?

You can provide feedback to the Title II ADA coordinator. We appreciate your feedback.

What do I do if I think I have been discriminated against because of my disability?

If you believe that the Judiciary has discriminated against you based on a disability, you may file an internal EEO/AA complaint with the local EEO/AA officer at the vicinage/county level or the Judiciary Chief EEO/AA Officer, Administrative Office of the Courts, Richard J. Hughes Justice Complex, P.O. Box 037, Trenton, NJ 08625 or at 609-815-2915.

The Judiciary's internal EEO/AA complaint procedures do not prohibit you from filing a complaint with the U.S. Department of Justice, the New Jersey Division on Civil Rights or with any other agency. You should be aware that there are time limits for filing claims with outside agencies. Check with the outside agency for its filing deadlines.

Retaliation against any individual who complains about discrimination, files a discrimination complaint or who assists in the investigation of such complaints is prohibited. If you believe that the Judiciary has retaliated against you, you may file a complaint of retaliation with the local EEO/AA officer at the vicinage/county level or the Judiciary Chief EEO/AA officer at the central office.

**TTY Users May Contact the NJ Relay Service at 711 or
1-800-852-7897**

Local Title II ADA Coordinators

Vicinage 1, Atlantic/Cape May

Atlantic County Civil Court Building
Attn: Assistant Trial Court Administrator
1201 Bacharach Blvd.
Atlantic City, NJ 08401
609-402-0100 ext. 47031

Atlantic County Criminal Courts Complex
(Mays Landing)

Attn: Assistant Trial Court Administrator
4997 Unami Blvd.
Mays Landing, NJ 08330
609-402-0100 ext. 47031

Cape May County Courthouse
Attn: Assistant Trial Court Administrator
9 N. Main St.
Cape May Court House, NJ 08210
609-402-0100 ext. 47021

Vicinage 2, Bergen

Bergen County Justice Complex
Attn: Operations Division
10 Main St., Suite 425
Hackensack, NJ 07601-3672
201-221-0700 ext. 25070

Vicinage 3, Burlington

Burlington County Court Facility
Attn: Operations Division
49 Rancocas Rd.
Mount Holly, NJ 08060
609-288-9500 ext. 38021

Vicinage 4, Camden

Camden County Hall of Justice
Attn: Operations Division
101 S. 5th St.
Camden, NJ 08103
856-379-2232

Vicinage 5, Essex

Veterans Courthouse
Attn: Operations Division
50 W. Market St., Rm 514
Newark, NJ 07102
973-776-9300 ext. 55700

Vicinage 6, Hudson

Hudson County Admin. Bldg.
Attn: Operations Division
595 Newark Ave.
Jersey City, NJ 07306
201-748-4400 ext. 66606

Vicinage 7, Mercer

Mercer County Courthouse
Attn: Operations Division
175 S. Broad St.
Trenton, NJ 08650
609-571-4200 ext. 74030

Vicinage 8, Middlesex

Middlesex County Courthouse
Attn: Operations Division
PO Box 964
New Brunswick, NJ 08903-0964
732-645-4300 ext. 88010

Vicinage 9, Monmouth

Monmouth County Courthouse
Attn: Jury Manager
71 Monument Park
Freehold, NJ 07728
732-677-4200

Vicinage 10, Morris/Sussex

Morris County Courthouse
Attn: Operations Division
PO Box 910
Morristown, NJ 07963-0910
973-656-3509

Sussex County Courthouse

Attn: Assistant Trial Court Administrator
43-47 High St.
Newton, NJ 07860
973-579-0738

Vicinage 11, Passaic

Passaic County Courthouse
Attn: Operations Division
77 Hamilton St.
Paterson, NJ 07470
973-247-8006

Vicinage 12, Union

Union County Courthouse
Attn: Operations Division
2 Broad St.
Elizabeth, NJ 07207
908-787-1650 ext. 22100

Vicinage 13, Somerset/Hunterdon/Warren

Somerset County Courthouse
Attn: Assistant Trial Court Administrator
PO Box 3000,
20 N. Bridge St.
Somerville, NJ 08876-1262
908-332-7700 ext. 13750

Hunterdon County Courthouse

Attn: Operations Division
65 Park Ave.
Flemington, NJ 08822
908-824-9750 ext. 13030

Warren County Courthouse

Attn: Operations Division
413 2nd St., P.O. Box 900
Belvidere, NJ 07823
908-750-8100 ext. 13010

Local Title II ADA Coordinators (continued)

Vicinage 14, Ocean
Ocean County Justice Complex
Attn: Operations Division
120 Hooper Ave., Room 240
PO Box 2191
Toms River, NJ 08754
732-504-0700 ext. 64025

Vicinage 15, Cumberland/Gloucester/Salem
Cumberland County Courthouse
Attn: Jury Manager
Broad & Fayette St.
Bridgeton, NJ 08302
856-878-5050, ext. 15240

Gloucester County Justice Complex
Attn: Jury Manager
70 Hunter St.
Woodbury NJ 08096
856-878-5050 ext. 15260

Salem County Courthouse
Attn: Jury Manager
92 Market St.
Salem, NJ 08079
856-878-5050 ext. 15941

Judiciary Central Office

Supreme Court
Deputy Clerk
Supreme Court Clerk's Office
Justice Complex, PO Box 970
Trenton, NJ 08625
609-815-2955

Tax Court
Tax Court Administrator
Tax Court Management Office
Justice Complex, PO Box 972
Trenton, NJ 08625
609-815-2922

Superior Court, Appellate Division
Attn: Deputy Clerk for Administration
Justice Complex, PO Box 968
Trenton, NJ 08625-0968
609-815-2950

Superior Court Clerk's Office
Clerk
Superior Court Clerk's Office
PO Box 971
Trenton, NJ 08625
609-815-2900 ext. 54200

Administrative Office of the Courts
Court Access Services
Justice Complex, PO Box 985
Trenton, NJ 08625
609-815-2900 ext. 54848

Disciplinary Review Board
Assistant Counsel
PO Box 962
Trenton, NJ 08625
609-815-2920

Office of Attorney Ethics
Deputy Assistant Statewide Ethics Coordinator
Supreme Court Clerk's Office
Justice Complex, PO Box 970
Trenton, NJ 08625
609-403-7800

Lawyers' Fund for Client Protection
Deputy Counsel
PO Box 961
Trenton, NJ 08625
609-815-3030

Probation Services
PO Box 974
Trenton, NJ 08625
609-815-3810

**Statewide Judiciary Assistance Person
to the Local Title II ADA Coordinators**

Chief, Court Access Services
Justice Complex, PO Box 985
Trenton, NJ 08625
609-815-2900 ext. 54848

NEW JERSEY JUDICIARY

Stuart Rabner
Chief Justice

Glenn A. Grant, J.A.D.
Acting Administrative Director
of the Courts

www.njcourts.gov



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