

Abstract

The purpose of this document is to provide a living guide for completing tasks within the ADA system based on the user role as a requestor. As this is a living guide, content may be adjusted to provide additional clarity.

Americans With Disabilities Act (ADA) User Guide

➤ **Steps to create a New Accommodation request.**

- Click on the URL <https://portalada-cloud.aocnp.njcourts.gov/prweb/PRServletPublicAuth?AppName=ADA>
- Select “Yes” if your request related to an American with Disabilities Act (ADA) accommodation

New Jersey Courts **QA environment** AU

Americans with Disabilities Act - Title II Accommodation

Home

▼ Please read the important information and make appropriate selection before proceeding.

Welcome to the NJ Courts eADA system. The purpose of this system is to electronically record and process American with Disabilities Act (ADA) accommodation requests for court appearances, programs, services, and activities. Requests should only be submitted for the following courts: Superior, Appellate, or Supreme Court. For Municipal Courts, please contact the [Municipal court administrator](#) directly.

Is your request related to an American with Disabilities Act (ADA) accommodation?

Yes No

Please select the check box to proceed to create a new request. [Help](#)

I'm not a robot  reCAPTCHA
Privacy - Terms

[Click to create a request](#)

- Please click on the Help link to download the American with Disabilities Act External User guide and go through it for your reference before creating a request.

New Jersey Courts **QA environment** AU

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Is your request related to an American with Disabilities Act (ADA) accommodation?

Yes No

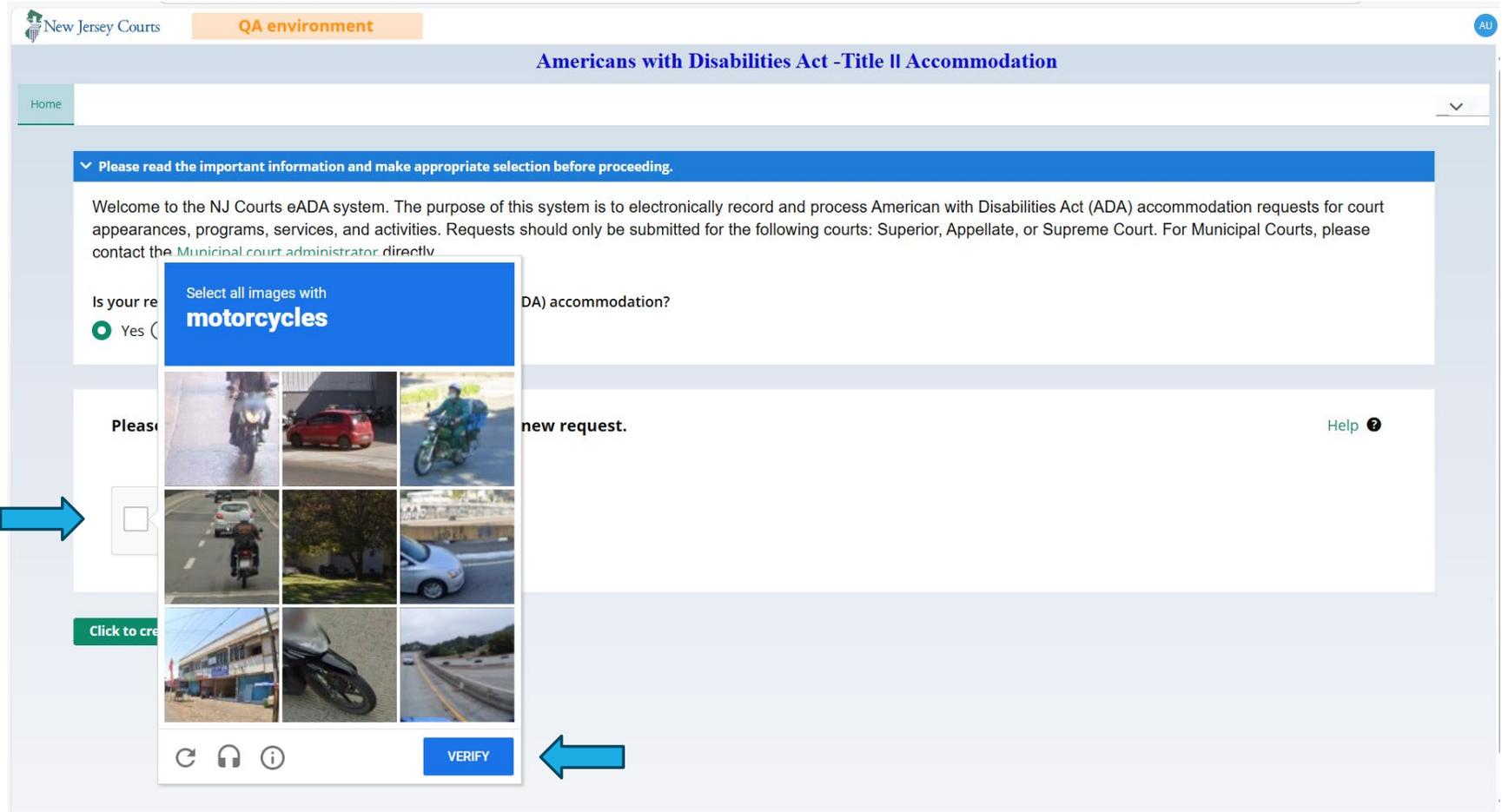
Please select the check box to proceed to create a new request.

I'm not a robot  reCAPTCHA
Privacy - Terms

[Help ?](#)

Click to create a request

- Click on the check box
- Verify Google Captcha authentication.



- After successful authentication click on the button “Click to create a request “.

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Yes No

Please select the check box to proceed to create a new request. [Help ?](#)

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Privacy - Terms

 **Click to create a request**

- Application creates a new tab called “New”.
- Enter all required information (with asterisk).
- Enter Representative’s Information who is requesting accommodation for

New Jersey Courts QA environment

Americans with Disabilities Act - Title II Accommodation

Home New x

Accommodation Request

Accommodation Information > Review and Submit

Please read the important information before clicking Continue.

***** Please fill out the form with as much information as possible. The more information you provide us, the better we can assist you.

The Judiciary will provide reasonable accommodation for a court user with a disability, enabling the individual to access and participate in court proceedings 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. The Judiciary encourages individuals to inform the court as to what kind of accommodation would enable them 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 an equal opportunity to participate.

Representative's Information

Who are you requesting the accommodation for?

Self Other

What is your relationship to the person who needs an accommodation? *

Grandchild

Last name * First name * Middle Name

John Smith

Address Line1 Address Line2

1145 Wildberrry CT

City State Zip Code

Edison NJ 08817

Preferred Mode of Communication Phone number * Email

Phone Email 999899792 john.smith@gmail.com

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- Enter Contact Information for Person requesting Accommodation.
- Enter Court Information details.
- Enter Accommodation Requests details.
- Click “Continue” button.

New Jersey Courts QA environment

Home New x

Contact Information for Person Needing Accommodation

Last name *	First name *	Middle Name	Address Line1
Morris	kevin		223
Address Line2	City	State	Zip Code
Duclus lane	Somerset	NJ	45545
Date of Birth	Preferred Mode of Communication	Phone number *	Email
11/4/1955	<input checked="" type="radio"/> Phone <input type="radio"/> Email	3432367656	kevin.m@gmail.com

Court Information

County: ? *	Court / Division *	Case / Docket Number
Central Office	Supreme Court	676-YTFH

Accommodation Requests

Date of Court Matter
11/22/2023
Nature of Disability *
Deaf, legally blind
Accommodation Requested *
Hearing Aid machine, Wheelchair assistance

[Continue](#) 

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- View all the information in Review & Submit screen.
- Click on “Back” button to go back to previous screens.
- To Submit the request - click on “Submit” button.

New Jersey Courts **QA environment**

Home [New X](#)

Accommodation Information > Review and Submit

Representative's Information

What is your relationship to the person who needs an accommodation?
Grandchild

Last name	First name	Middle Name
John	Smith	—
Address line1	Address line2	
1145	Wildberry CT	
City	State	Zip Code E
Edison	NJ	08817
Phone number	Email	
9999899792	john.smith@gmail.com	

Contact Information for Person Needing Accommodation

Last name *	First name *	Middle Name	Address Line1
Morris	Kevin	—	223
Address Line2	City	State	Zip Code
Duclus lane	Somerset	NJ	45545
Date of Birth	Preferred Mode of Communication	Phone number *	Email
11/4/55	Phone	3432367656	kevin.m@gmail.com

Court Information

County: ⓘ *	Court / Division *	Case / Docket Number
Central Office	Supreme Court	676-YTFH

Accommodation Requested

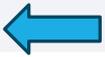
Date of Court Matter
11/22/2023

Nature of Disability *
Deaf, legally blind

Accommodation Requested *
Hearing Aid machine, Wheelchair assistance

Test

[Back](#) [Submit](#)



- Submit has been clicked, the application displays the confirmation screen.
- Request is created and assigned a case number.

The screenshot shows the New Jersey Courts website in a QA environment. The page title is "Americans with Disabilities Act - Title II Accommodation". The breadcrumb trail includes "Home" and "ADA-2023-475", with a blue arrow pointing to the latter. The main heading is "Accommodation Request (ADA-2023-475)". A green banner states "Accommodation Request has been submitted successfully." Below this, a note indicates that no case-related documents can be uploaded, but various file types are supported. The user is prompted to submit supporting documents, with a table for document details. The table has columns for "Document type", "Document description", and "Attachment", and currently shows "No attachments". There are buttons for "+ Add Document" and "Save & Close".

New Jersey Courts QA environment

Americans with Disabilities Act - Title II Accommodation

Home ADA-2023-475

Accommodation Request (ADA-2023-475)

Accommodation Request has been submitted successfully.

Note: No case related documents can be uploaded. All types(.pdf,.docx,.gif,.jpeg,.xlsx, etc.) of documents are supported for uploading.

Do you have any supporting documents you would like to submit?

Document type	Document description	Attachment
No attachments		

+ Add Document

Save & Close

- Acknowledgement of receipt email to send to public user & representative (if any).

ACKNOWLEDGEMENT OF RECEIPT

From: NJJADAAdmin mailbox <NJJADAAdmin.mbx@njcourts.gov>
Sent: Tuesday, November 14, 2023, 11:31 AM
To: kevin.m@gmail.com
Cc: john.smith@gmail.com
Subject: QA : ACKNOWLEDGEMENT OF RECEIPT

The following accommodation request is being sent to the ADA coordinator for review.

ADA Reference Number:	ADA-2023-472
Name:	Kevin Morris
Phone Number:	6785675656
Email ID:	kevin.m@gmail.com
Date of Court Matter:	11/22/23
Time of Court Matter:	
Nature of Disability:	Deaf, legally blind
Accommodation Requested:	Hearing Aid machine, Wheelchair assistance

Please find the list of ADA Coordinator titles [Title II ADA Coordinators \(njcourts.gov\)](https://njcourts.gov)

This email is for notification purposes only and was sent from a notification-only address that cannot accept incoming email.
Please do not reply to this message.

