

# **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](http://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](http://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](http://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  
732-929-2042

### **Vicinage 15, Cumberland/Gloucester/Salem**

Cumberland County Courthouse  
Attn: Jury Manager  
Broad & Fayette St.  
Bridgeton, NJ 08302  
856-453-4366

Gloucester County Justice Complex  
Attn: Jury Manager  
70 Hunter St.  
Woodbury NJ 08096  
856-686-7468

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

### **Superior Court, Appellate Division**

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

### **Administrative Office of the Courts**

Court Access Services  
Justice Complex, PO Box 985  
Trenton, NJ 08625  
609-815-4848

### **Office of Attorney Ethics**

Deputy Assistant Statewide Ethics Coordinator  
Supreme Court Clerk's Office  
Justice Complex, PO Box 970  
Trenton, NJ 08625  
609-530-4008

### **Tax Court**

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

### **Superior Court Clerk's Office**

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

### **Disciplinary Review Board**

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

### **Lawyers' Fund for Client Protection**

Deputy Counsel  
PO Box 961  
Trenton, NJ 08625  
609-815-3027

### **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  
609-815-4848

# NEW JERSEY JUDICIARY

**Stuart Rabner**  
Chief Justice

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

[www.njcourts.gov](http://www.njcourts.gov)



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