

FILED
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NED J. KERR, CLERK
J. BUCKLEY
DEPUTY CLERK

IN THE DISTRICT COURT OF THE THIRD JUDICIAL DISTRICT OF
THE STATE OF IDAHO, IN AND FOR THE COUNTIES OF ADAMS, CANYON,
GEM, OWYHEE, PAYETTE AND WASHINGTON

IN THE MATTER OF THE ESTABLISHMENT)
OF AN AMERICANS WITH DISABILITIES)
ACT COMPLAINT PROCEDURE AND AN ADA)
COORDINATOR FOR THE THIRD JUDICIAL)
DISTRICT)

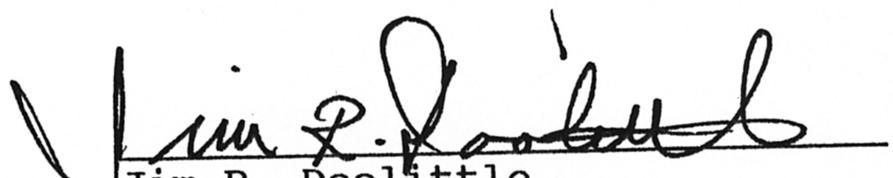
Administrative
Order
93-2

IT IS ORDERED that the attached model complaint procedure
for the Americans with Disabilities Act is hereby adopted for use
in the Third Judicial District.

IT IS FURTHER ORDERED that the Trial Court Administrator is
hereby appointed ADA Coordinator for the Third Judicial District
and shall be responsible for carrying out the following duties:

- (1) Receive and dispose of complaints under the ADA.
- (2) Conduct Title II self-evaluations for the ADA.
- (3) Perform such other duties in connection with the ADA
as may become necessary.

Dated this 26th day of January, 1993.


Jim R. Doolittle
Administrative District Judge
Third Judicial District

Copy: Justice Charles F. McDevitt

AMERICANS WITH DISABILITIES ACT COMPLAINT PROCEDURE IDAHO STATE COURTS

The following complaint procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, and programs in the state courts.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of the person complaining and location, date, and description of the problem. Reasonable accommodations, such as personal interviews or a tape recording of the complaint, will be made available for persons who are unable by reason of disability to submit a written complaint. Individuals or classes of individuals who believe they have been subjected to discrimination on the basis of disability have three avenues for obtaining redress:

- * file a complaint with the court
- * file a complaint with a federal agency
- * file a lawsuit

However, it is strongly recommended that the person complaining use the court's complaint procedure to resolve the complaint. The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged discrimination to:

Dan Kessler, Trial Court Administrator

Phone number (voice): 454-7360 (TDD) **Idaho Relay Service:**
Address: 1115 Albany St.-Room 321 **1-800-377-3529 (TT);**
Caldwell, ID 83605 **1-800-377-1363 (Voice)**

Within 15 days after the receipt of the complaint, the person designated above will meet with the complainant to discuss the complaint and possible solutions. Within 15 calendar days after the meeting, the person designated above will respond in writing, and, where appropriate, in a format accessible to the complainant, such as audio tape, large print, etc. The response will explain the position of the court and offer options for substantive resolution of the complaint.