



## State of Maine Judicial Branch Grievance Form for Disability Accommodation

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### What is this form for?

If you requested an accommodation for a disability from a Maine Judicial Branch employee—other than from a judge, justice or magistrate—and disagree with the decision you received, you may use this form to ask the Judicial Branch to review the decision. This is called a “grievance.”

### What information do I need to provide?

**Your Name (person submitting the grievance):** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Docket Number or Court Location:** \_\_\_\_\_

**Date and Time of Court Case:** \_\_\_\_\_

**Type of Case:**  Criminal  Traffic  Small Claims  Family/Juvenile  Other Civil

**I am a(n):**  Party  Witness  Juror  Attorney  Other: \_\_\_\_\_

**Nature of Disability or Disabilities:** \_\_\_\_\_

**PLEASE DO NOT ATTACH MEDICAL DOCUMENTATION TO THIS REQUEST**

**Accommodation(s) Requested—please be specific. Attach additional page(s) if necessary:**

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### Who do I submit this form to?

The Court Access Coordinator

Email to: [accessibility@courts.maine.gov](mailto:accessibility@courts.maine.gov);

Mail to: Court Access Coordinator, Administrative Office of the Courts, PO Box 4820, Portland ME 04110

### Can I get help?

Yes. Please contact the Court Access Coordinator at the address above, or call 207-822-0718,

TTY: Maine Relay 711, if you have questions about this process, need help filing your grievance, or feel you have not been treated fairly because of your disability.

### Is my information confidential?

Yes. Except as otherwise required by law, information and records provided as part of a grievance will be discussed and disclosed only as necessary to conduct a complete investigation and make a decision.