



State of Maine Judicial Branch Grievance Form for Disability Accommodation

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:

Who do I submit this form to?

The Court Access Coordinator

Email to: 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.