



Kentucky Court of Justice Americans with Disabilities Act Title II Grievance Procedure

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who is not a Kentucky Court of Justice employee and wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Kentucky Court of Justice. The Kentucky Court of Justice Personnel Policies govern employment-related complaints of disability discrimination and grievance processes as required by Title I and are not addressed by this notice.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

William R. Bennett, PhD
ADA Coordinator
1001 Vandalay Drive
Frankfort, Kentucky 40601
(800) 928-2350 ext. 50328
ADACoordinator@kycourts.net

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his designee will meet with the complainant to discuss the complaint and its possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Kentucky Court of Justice and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to:

Disability Rights Section
Civil Rights Division
U.S. Department of Justice
P.O. Box 66738
Washington, D.C. 20035-6738
800-514-0301 (voice)
800-514-0383 (TTY)
www.ada.gov or ada.gov

All written complaints received by the Kentucky Court of Justice ADA Coordinator or his designee, appeals to the Disability Rights Section, Civil Rights Division, U.S. Department of Justice or appropriate designee, and responses from these two offices will be retained by the Kentucky Court of Justice ADA Coordinator for at least three years.