

# MARYLAND JUDICIARY

## GRIEVANCE PROCEDURE

### UNDER THE AMERICANS WITH DISABILITIES ACT

This Grievance Procedure is established to meet the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. § 12131 *et seq.* It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Maryland Judiciary. (The Judiciary's *Policy on Equal Employment Opportunity and Harassment* governs employment-related complaints of disability discrimination.)

#### **Filing a Complaint**

The complaint should be in writing and contain information about the alleged discrimination such as:

- name, address, and phone number of complainant, and
- location, date, and description of the problem.

Alternative means of filing complaints (such as a personal interview or a tape recording of the complaint) will be made available for persons with disabilities upon request. For your convenience, a grievance form in either an English or Spanish version is available online: [www.courts.state.md.us/courtforms/joint/ccdc0 .pdf](http://www.courts.state.md.us/courtforms/joint/ccdc0.pdf)

The complaint should be filed by the complainant or his/her designee as soon as possible but no later than **120 calendar days** after the alleged violation to:

**The Office of Fair Practices**  
**2001A Commerce Park Drive**  
**Annapolis, MD 21401**  
**OFFICE: 410-260-3679**  
**FAX: 410-260-3575**  
**fairpractices@mdcourts.gov**

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**TTY Users may call via Maryland Relay by dialing 711.**