

Iowa Judicial Branch Disability Accommodation Request Form for Court Proceedings

For people who qualify with a disability as defined by the
Americans with Disabilities Act (ADA) and § 504 of the Rehabilitation Act of 1973

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| 1. Name of person submitting request: | |
| 2. Date request submitted (mo/day/year): | |
| 3. E-mail or daytime phone number with area code: | |
| 4. County where the case is located: | |
| 5. Case number (4 letters – 6 numbers): | |
| 6. Case title (plaintiff name vs. defendant name): | |
| 7. Date of scheduled court proceeding (mo/day/year): | |
| 8. Time when the court proceeding will begin: | |

9. I request the following type of accommodation (check one with an “X”):

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|--------------------------|---|--|
| <input type="checkbox"/> | a. American Sign Language (ASL) interpreter* | |
| <input type="checkbox"/> | b. Signed English interpreter* | |
| <input type="checkbox"/> | c. Other sign language interpreter (describe):* | |
| <input type="checkbox"/> | d. Assistive listening device** | |
| <input type="checkbox"/> | e. Other (describe):** | |

***SIGN LANGUAGE REQUESTS:** Iowa law requires that a request for a sign language interpreter (ASL, Signed English, or other sign language) must be submitted within three (3) days after receiving notice of a court proceeding. If notice of a court proceeding is received less than five (5) days prior to the proceeding, a request for a sign language interpreter must be submitted as soon as practicable or a continuance may be requested.

****ASSISTIVE LISTENING DEVICES AND OTHER REQUESTS:** A request should be submitted seven (7) days before a scheduled court proceeding if possible.

Instructions: This form may be emailed or printed and delivered to the Disability Access Coordinator in the judicial district where the case is located. To obtain an address for mailing or personal delivery of a form, call or email the Disability Access Coordinator for the district. To learn which district your county is in, go to the Iowa courts’ website at: <https://www.iowacourts.gov/for-the-public/ada/>

Disability Access Coordinators

District	Coordinator Name	Email	Telephone
1	Ashley Boquist	ashley.boquist@iowacourts.gov	(319) 833-3282
2	Scott Hand	scott.hand@iowacourts.gov	(641) 421-0990
3	Peggy Frericks	peggy.frericks@iowacourts.gov	(712) 279-6035
4	Angela Collinson	angela.collinson@iowacourts.gov	(712) 328-4753
5	Toni Stevens	toni.stevens@iowacourts.gov	(515) 286-3394
6	Paula Underwood	Paula.underwood@iowacourts.gov	(319) 398-3920 ext. 1101
7	Dave Tristan	hijinio.tristan@iowacourts.gov	(563) 328-4145
8	Cathy Reck	cathy.reck@iowacourts.gov	(641) 684-6502
Appellate Courts	Christine Mayberry	christine.mayberry@iowacourts.gov	(515) 348-4700

NOTE: Disability Access Coordinators **cannot provide legal advice** about how to handle a case. They can only help you obtain a reasonable accommodation so you can effectively participate in the court proceeding or other court event.

A person who is deaf or hard of hearing may call **Relay Iowa TTY at 1-800-735-2942** for telephone relay service.