

## PHILADELPHIA MUNICIPAL COURT AMERICANS WITH DISABILITIES ACT (TITLE II) POLICY

If you have a disability, you will NOT be excluded from any court services, programs, or activities. If you have a disability that needs accommodations, we will provide you with the support you need in order to participate in court services and programs free of charge. If you need a disability accommodation, we recommend you make a request at least 3 days in advance. Even if you do not request accommodations in advance, we will still provide you with the support you need.

Asking for a Telephonic or ZOOM hearing:

If you have a disability that prevents you from having an in-person hearing, you can ask to have a telephonic or ZOOM video hearing. We recommend that you make this request at least 5 days before your scheduled hearing. Please follow the below instructions:

1. Fill out the Request for Reasonable Accommodation Form, Confidential Document Form, and Certificate of Compliance Form
2. Save your completed forms as a PDF file (we cannot accept links or other attachment types)
3. Email the completed forms to BOTH of the following:  
[McCivilADA@courts.phila.gov](mailto:McCivilADA@courts.phila.gov) and [Maria.Pugliese@courts.phila.gov](mailto:Maria.Pugliese@courts.phila.gov)
4. In your e-mail please include the following information:
  - Your full name
  - The case/claim number
  - The date and time of your hearing
  - The courtroom number
  - What type of hearing you are requesting
  - The reason for your request

At least five days prior to the court proceeding, all parties shall provide to the court and to all other parties copies of all documents, including photographs, which each party intends to use during the court proceeding with the exception of any documents other than photographs that have been scanned into the CLAIMS system. All documents submitted to the court must accompany a completed Certificate of Compliance. The documents shall be provided to all parties and the court as an email attachment. If a party does not have another party's email address, copies of the documents are to be sent by first-class mail. The email to the court should be sent to [Danielle.Jackson@courts.phila.gov](mailto:Danielle.Jackson@courts.phila.gov) , [jacquel.randall@courts.phila.gov](mailto:jacquel.randall@courts.phila.gov) and [kimberly.price@courts.phila.gov](mailto:kimberly.price@courts.phila.gov). Please send your additional documents in **one PDF file** to all three individuals listed above. The subject line of the email shall have the case's docket number and the name of the party who is sending the email.

**IF YOU CANNOT COMPLETE THE CERTIFICATE OF COMPLIANCE FORM, YOU ARE PERMITTED TO INCLUDE THE FOLLOWING TEXT TO YOUR LETTER**

**"I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents"**