

## 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.

### **Ask for a Telephone Hearing**

If you have a disability that prevents you from having an in-person hearing, you can ask to have a telephone hearing in three ways:

- Email
  1. Fill out the [Request for Reasonable Accommodation Form](#)
  2. Save your completed form as a PDF file (we cannot accept links or other attachment types)
  3. Send the completed form to [Anita.Fayerweather@courts.phila.gov](mailto:Anita.Fayerweather@courts.phila.gov) and [Jacqueline.Monzo@courts.phila.gov](mailto:Jacqueline.Monzo@courts.phila.gov)
- Call
  1. Call 215-686-7986, and explain you would like to have a telephone hearing
  2. If you have to leave a voicemail, make sure to include
- The claim number
- Your full name
- Your contact information
- Fax
  1. Fill out the [Request for Reasonable Accommodation Form](#)
  2. Fax the form to 215-686-2947 Attention: Anita Fayerweather and Jacqueline Monzo.

### **Ask for a Zoom Video Hearing**

If you have a disability that prevents you from having an in-person hearing, you can ask to have a Zoom Video hearing. We recommend that you request a Zoom Video hearing at least five (5) business days before your scheduled hearing. If you have any questions about this, call 215-686-2910.

1. Fill out the [Request for Reasonable Accommodation Form](#)
2. Save your completed form as a PDF file (we cannot accept links or other attachment types)
3. Email the completed form to [Mclaims@courts.phila.gov](mailto:Mclaims@courts.phila.gov)
4. In your email, include:
  - Your full name
  - The claim number
  - The courtroom
  - The date and time of the hearing
  - The reason for your request

All parties must have copies of the documents they plan to use during the court proceeding. The copies must be given to the court and all other parties at least 5 days before the court proceeding. If the documents have been scanned into the CLAIMS system, you do not need to give copies to the court and

other parties. When you give your documents to the court you must also submit a [Certificate of Compliance Form](#). 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 [Erin.Ferry@courts.phila.gov](mailto:Erin.Ferry@courts.phila.gov) and [Danielle.Jackson@courts.phila.gov](mailto:Danielle.Jackson@courts.phila.gov) and [Imir.Robinson@courts.phila.gov](mailto:Imir.Robinson@courts.phila.gov).

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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 [Erin.Ferry@courts.phila.gov](mailto:Erin.Ferry@courts.phila.gov) and [Danielle.Jackson@courts.phila.gov](mailto:Danielle.Jackson@courts.phila.gov) and [Imir.Robinson@courts.phila.gov](mailto:Imir.Robinson@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.