

Form for 1.3.5 (Page 1 of 10)
Access to Courthouse Facilities
by Individuals With Disabilities

Part I

Court staff conducting this measure should consider the following questions:

1. Has the courthouse been reviewed to determine whether physical barriers exist that could impede access by individuals with disabilities?
2. If barriers exist, what arrangements are available to provide courthouse access?
3. Is there a formal policy or procedure that instructs staff regarding accommodations for individuals with disabilities participating in courthouse activities? If so, how is this policy communicated to staff?
4. Is there a policy or procedure which indicates who staff should contact if unable to accommodate an individual with a disability?
5. How does telephone communication occur with individuals with disabilities who wish to participate in courthouse activities?
6. Is TDD equipment available, and, if so, have staff been familiarized with its operation?
7. What in-person communication techniques are used by staff to enable an individual with a disability to fully participate in court services?
8. Are written documents, forms, instructions, or guidelines available in alternate formats (audio tape, large print, braille, etc.)?
9. If written material is not available in alternate formats, what steps are taken to ensure that individuals have access to the message conveyed through the written material?
10. How does the court notify employees and others in the court with disabilities of an emergency?
11. Are any policies/procedures in place for assisting persons with disabilities in an emergency situation?

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Part II

Court officials will provide you with a list of offices, courtrooms, and other courthouse facilities. Your task is to try to gain access to each of these facilities. For each simulation activity, use this form to record the destination and activity (e.g., the cafeteria to buy a cup of coffee or the clerk's office to pay a fine), the length of time it took to conduct the simulation (in hours and minutes), the ease with which the activity was accomplished, and problems encountered while conducting the simulation (e.g., payment windows were too high, doors were not wide enough for a wheelchair, or elevators did not accommodate individuals with visual impairments).

Simulation 1

Destination and activity:

Time required to conduct simulation ____ hours ____ minutes

Circle Response

	Easy				Difficult
Ease of conducting simulation	1	2	3	4	5

(If unable to complete, circle 5)

Specific problems encountered:

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Simulation 2

Destination and activity:

Time required to conduct simulation ____ hours ____ minutes

Circle Response

	Easy				Difficult
Ease of conducting simulation	1	2	3	4	5

(If unable to complete, circle 5)

Specific problems encountered:

Simulation 3

Destination and activity:

Time required to conduct simulation ____ hours ____ minutes

Circle Response

	Easy				Difficult
Ease of conducting simulation	1	2	3	4	5

(If unable to complete, circle 5)

Specific problems encountered:

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Simulation 4

Destination and activity:

Time required to conduct simulation ____ hours ____ minutes

Circle Response

	Easy				Difficult
Ease of conducting simulation	1	2	3	4	5

(If unable to complete, circle 5)

Specific problems encountered:

Simulation 5

Destination and activity:

Time required to conduct simulation ____ hours ____ minutes

Circle Response

	Easy				Difficult
Ease of conducting simulation	1	2	3	4	5

(If unable to complete, circle 5)

Specific problems encountered:

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Simulation 6

Destination and activity:

Time required to conduct simulation ____ hours ____ minutes

Circle Response

	Easy					Difficult
Ease of conducting simulation	1	2	3	4	5	

(If unable to complete, circle 5)

Specific problems encountered:

Simulation 7

Destination and activity:

Time required to conduct simulation ____ hours ____ minutes

Circle Response

	Easy					Difficult
Ease of conducting simulation	1	2	3	4	5	

(If unable to complete, circle 5)

Specific problems encountered:

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Simulation 8

Destination and activity

Time required to conduct simulation ____ hours ____ minutes

Circle Response

	Easy					Difficult
Ease of conducting simulation	1	2	3	4	5	

(If unable to complete, circle 5)

Specific problems encountered:

Simulation 9

Destination and activity

Time required to conduct simulation ____ hours ____ minutes

Circle Response

	Easy					Difficult
Ease of conducting simulation	1	2	3	4	5	

(If unable to complete, circle 5)

Specific problems encountered:

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Simulation 10

Destination and activity:

Time required to conduct simulation ____ hours ____ minutes

Circle Response

	Easy					Difficult
Ease of conducting simulation	1	2	3	4	5	

(If unable to complete, circle 5)

Specific problems encountered:

Simulation 11

Destination and activity:

Time required to conduct simulation ____ hours ____ minutes

Circle Response

	Easy					Difficult
Ease of conducting simulation	1	2	3	4	5	

(If unable to complete, circle 5)

Specific problems encountered:

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Simulation 12

Destination and activity:

Time required to conduct simulation ____ hours ____ minutes

Circle Response

	Easy				Difficult
Ease of conducting simulation	1	2	3	4	5

(If not completed, circle 5)

Specific problems encountered:

Simulation 13

Destination and activity:

Time required to conduct simulation ____ hours ____ minutes

Circle Response

	Easy				Difficult
Ease of conducting simulation	1	2	3	4	5

(If not completed, circle 5)

Specific problems encountered:

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Simulation 14

Destination and activity:

Time required to conduct simulation ____ hours ____ minutes

Circle Response

	Easy					Difficult
Ease of conducting simulation	1	2	3	4	5	

(If not completed, circle 5)

Specific problems encountered:

Simulation 15

Destination and activity:

Time required to conduct simulation ____ hours ____ minutes

Circle Response

	Easy					Difficult
Ease of conducting simulation	1	2	3	4	5	

(If not completed, circle 5)

Specific problems encountered:

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GENERAL COMMENTS
