



**Butler County Court of Common Pleas**  
**PO Box 1208 Butler, PA 16003**  
724-284-5200 court.admin@co.butler.pa.us

### **Americans with Disabilities (Title II) Act Grievance Procedure**

This grievance procedure is established for the prompt resolution of complaints alleging any violation of Title II of the Americans with Disabilities Act (ADA) in the provision of services, programs, or activities by the Unified Judicial System (UJS) or, more specifically, the Butler County Court of Common Pleas. If you require a reasonable accommodation to complete this form, or need this form in an alternate format, please contact:

Butler County Court ADA Administrator  
PO Box 1208  
Butler PA 16003

724-284-5200 E-mail: court.admin@co.butler.pa.us

To file a complaint under the Grievance Procedure please take the following steps:

1. Complete the complaint form and return to the Butler County Court ADA Coordinator at the above address. Alternative means of filing complaints will be made available for persons with disabilities upon request. The complaint should be submitted as soon as possible but no later than sixty (60) calendar days after the alleged violation.
2. Within fifteen (15) calendar days of receipt of the complaint, the ADA Coordinator will investigate the complaint, including, meeting with the individual seeking an accommodation, either in person or via telephone, to discuss the complaint and the possible resolutions. Within fifteen (15) calendar days of the meeting, the ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio. The response will explain the position of the Butler County Court of Common Pleas and offer options for substantive resolution of the complaint.
3. If the response to the complaint does not satisfactorily resolve the issue, the complainant may appeal the decision within fifteen (15)

calendar days after receipt of the response to the Butler County Court Administrator. Within fifteen (15) calendar days after receipt of the appeal, the Butler County Court Administrator will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the Butler County Court Administrator will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

This grievance procedure is informal. An individual's participation in this informal process is completely voluntary. Use of this grievance procedure is not a prerequisite to and does not preclude a complainant from pursuing other remedies available under law.

The UJS Policy on Non-Discrimination and Equal Employment Opportunity also encompasses disability-related issues and provides complaint procedures for UJS court users. Any employment-related disability discrimination complaints will be governed by the UJS Policy on Nondiscrimination and Equal Employment Opportunity.



COURT OF COMMON PLEAS – BUTLER COUNTY, PENNSYLVANIA

AMERICANS WITH DISABILITIES ACT (ADA) TITLE II  
GRIEVANCE FORM

**Grievant Information**

Grievant Name: _____	Home Phone (include area code): _____
Address: _____	Business Phone (include area code): _____
	Mobile Phone (include area code): _____

**Alternative Contact Person (other than Grievant)**

Name: _____	Home Phone (include area code): _____
Address: _____	Business Phone (include area code): _____
	Relationship To Client: _____

**Court Service, Program or Facility Allegedly in Violation**

Date and Location of Alleged Violation (dd/mm/yyyy) \_\_\_\_\_

Description of Alleged Violation and Requested Remedy

Has this case been filed with the Department of Justice or other government agency or court?  
Yes      No

**If You Answered “Yes” to the Previous Question, Complete the Following**

Agency or Court: _____	Contact Person: _____
Address: _____	Phone (include area code): _____
	Date Filed: _____

Other Comments

Signature: \_\_\_\_\_ Date: \_\_\_\_\_