

WELCOME TO ANY PERSON WITH A DISABILITY

ACCESSIBILITY

The 15TH Judicial District Court welcomes any person with disabilities and is committed to making court employment opportunities, programs and services accessible to all persons. Any person wishing to request an accommodation in order to participate in our employment process or court proceedings should utilize the ADA Accommodations Request Form, (available in [PDF](#) or [HTML](#)) if possible. Such requests should be addressed as follows:

Procedures for Non-Employee Users of Court Facilities, Programs, or Activities

1. Patrons conducting business in the Clerk of Court's Office may address their requests for accommodation directly to the Clerk of Court or his designee in person, by calling the appropriate clerk of court listed below:

Lafayette Parish Clerk of Court	337-291-6400
Acadia Parish Clerk of Court	337-788-8881
Vermilion Parish Clerk of Court	337-898-1992
2. Other persons, except for job applicants (see below), requiring accommodations should submit a written request or complete the accommodation request form and send it to the Judicial Administrator's Office,
3. Requests for accommodations must be made as far in advance as possible but no less than five (5) working days from the date upon which it is needed.
4. All accommodation requests shall include a description of the accommodation sought, along with a statement about the impairment that requires such accommodation. The Court or its designee may request additional information about the qualifying impairment if it is deemed necessary.
5. When an accommodation request is received, the Administrator will confer with the individual requesting and the manager of the area where the accommodation is needed to discuss and evaluate the effectiveness of the accommodation. Requests which involve Court Rules will be addresses at this time.
6. The Judicial Administrator will help coordinate provision of the requested accommodation or, with the approval of the Chief Judge, a suitable and effective alternative may be offered in the event that the original accommodation requested is not feasible.
7. The Judicial Administrator shall contact the requestor to offer the accommodation. A record of the requestor's response is made. If the requestor rejects the accommodation offered, he/she is notified of the right to file a complaint in the manner outlined below.

COMPLAINTS

Individuals with disabilities (non-employees) who believe they have been discriminated against with regard to access to employment, services, programs, or activities may file a complaint with the Court's Judicial Administrator. Upon receipt of a complaint, the Judicial Administrator shall review the complaint, notify the Chief Judge and propose a resolution. The approved resolution shall then be communicated with the complainant.

CONTACTS

Requests for accommodation should be directed to:

Court Administration

Judicial Administrator

15TH Judicial District

800 S. Buchanan

Telephone: (337) -269-5720

E-mail: croy@15thjdc.org