

YAKIMA COUNTY DISTRICT COURT

GRIEVANCE PROCEDURE UNDER THE

AMERICANS WITH DISABILITIES ACT

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Yakima County District Court only. The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his designee as soon as possible but no later than 60 calendar days after the alleged violation to:

District Court Manager
Therese Murphy
128 N. 2nd Street, Room 225
Yakima, WA 98901
(509) 574-1874
Therese.Murphy@co.yakima.wa.us

Within 15 calendar days after receipt of the complaint, the Court Manager or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Court Manager or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Yakima County District Court and offer options for substantive resolution of the complaint.

If the response by the Court Manager or her designee does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the applicable Presiding Judge or his/her designee.

Within 15 calendar days after receipt of the appeal, the Presiding Judge or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Presiding Judge or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Court Manager or her designee, appeals to the Presiding Judge or his/her designee, and responses from these two offices will be retained by the court for at least three years.