



**Court of Common Pleas of Cambria County  
47<sup>th</sup> Judicial District**

**AMERICANS WITH DISABILITIES ACT (TITLE II)  
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). If you require a reasonable accommodation to complete this form, or need this form in an alternate format, please contact:

Court Administrator  
Attn: ADA Coordinator  
Cambria County Courthouse  
200 South Center Street  
Ebensburg, PA 15931  
814-472-1552 – phone  
814-472-8393 – fax

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

1. Complete the complaint form and return to the ADA Coordinator (contact information listed above). 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 (or their designee) 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 (or their designee), 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 Cambria County Courts 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 the receipt of the response to the President Judge of Cambria County. Within fifteen (15) calendar days after receipt of the appeal, the President Judge (or their designee) will meet with the complainant to discuss the complaint and possible resolutions. Within (15) calendar days after the meeting, the President Judge (or their designee) 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 and Nondiscrimination and Equal Employment Opportunity.