



**OFFICE OF COURT ADMINISTRATION
43RD JUDICIAL DISTRICT
MONROE COUNTY COURTHOUSE
610 MONROE STREET, SUITE 221
STROUDSBURG, PA 18360
(570) 517-3009
FAX (570) 517-3866**

**Cori Doughty
District Court Administrator**

**Jessica L. Spencer, Esq.
Deputy Court Administrator**

**Ellen DeMaio
Deputy Court Administrator—Special Courts**

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Deputy Court Administrator**

**AMERICANS WITH DISABILITIES GRIEVANCE POLICY
AND FORM
FOR THE 43RD JUDICIAL DISTRICT OF PENNSYLVANIA**

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) and/or the Forty-Third Judicial District of Pennsylvania (hereinafter “the Court”). If you require a reasonable accommodation to complete this form, or need this form in an alternate format, please contact the ADA Coordinator Kelly Koehler via email to KKoehler1@monroepacourts.us or by phone at 570-517-3009.

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

1. Complete the grievance form and return to Cori Doughty, District Court Administrator via email at CDoughty@monroepacourts.us, or by mail to Court Administration, 610 Monroe Street, Suite 221, Stroudsburg, PA 18360, or by fax at 570-517-3866. 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 District Court Administrator, or 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 District Court Administrator, or 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 Court 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 District Court Administrator, Cori Doughty. Within fifteen (15) calendar days after receipt of the appeal, the District Court Administrator will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the District 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.