



## Michigan Supreme Court

State Court Administrative Office  
Michigan Hall of Justice  
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Milton L. Mack, Jr.  
State Court Administrator

### MEMORANDUM

DATE: October 15, 2015

TO: Chief Judges  
cc: Court Administrators  
Probate Registers  
Current ADA Coordinators  
Regional Administrators

FROM: Milton L. Mack, Jr., State Court Administrator

RE: ADA LAO and ADA Compliance Performance Measure

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Last month, I announced in a [memorandum](#) that ADA compliance is a new performance measure, endorsed by the Trial Court Performance Measures Committee. In addition, the Michigan Supreme Court entered [Administrative Order No. 2015-5](#) to enhance compliance in Michigan's trial courts with the ADA and the Persons with Disabilities Civil Rights Act, as well as other Michigan statutory authority. This memo outlines the requirements of the administrative order and the performance measure and provides a form to communicate to SCAO your court's compliance with the ADA performance measure.

For a trial court to be compliant with the performance measure and the administrative order, the following must occur by **December 31, 2015**:

- The chief judge must name an ADA coordinator for the court. The ADA coordinator is responsible for coordinating the court's efforts to comply with the ADA by:
  - a. Providing his or her name, office address, and telephone number to interested persons.
  - b. Posting his or her contact information in a visible place at each court location, including on the court's website.
  - c. Ensuring that court employees know how to handle requests for accommodation.
  - d. Working with the SCAO if a complaint is filed alleging that the court has not complied with the ADA.

For a list of current ADA coordinators, visit the [Trial Court Directory](#), select your county, and scroll to the ADA coordinator tab. Newly-designated ADA coordinators should be reported to your regional office using the [ADA Performance Measure Compliance Form](#).

- Every chief judge and ADA coordinator must complete ADA training. SCAO will offer ADA training to all judges at the Judicial Conference in October. In addition, each regional office will hold a regional meeting for court administrators and staff that will include ADA training. The Michigan Judicial Institute ([MJI](#)) will also provide every chief judge in the state with a DVD with

ADA training materials. Chief judges should receive those DVDs by October 22, 2015. Chief judges should use the same [ADA Performance Measure Compliance Form](#), as indicated above, to certify compliance with this training requirement.

- The chief judge must name an ADA contact person for each court location, including any FOC or probation offices (if a district court) that operate in separate facilities. The ADA contact is responsible for forwarding requests for accommodation to the ADA Coordinator as directed by the chief judge. ADA contacts are also reported to the SCAO on the [ADA Performance Measure Compliance Form](#).
- The court shall adopt a local administrative order (LAO) that describes the procedure to request accommodations related to a disability. The LAO shall include the provisions incorporated in the newly revised [SCAO Model LAO 35](#), but may include additional provisions. Courts that already have an LAO related to requesting accommodations under the ADA must submit a new LAO that conforms to the new model. The local administrative order shall be submitted to and approved by the State Court Administrative Office as a local administrative order under MCR 8.112. For information about the LAO requirement, see [Administrative Order No. 2015-5](#) and this recent [news release](#).

The Request for Reasonable Accommodations and Response ([form MC 70](#)) and Review of Request for Reasonable Accommodations and Response ([form MC 70a](#)) referenced in the model LAO are the SCAO-approved forms that may be used for requesting accommodations and responding to those requests.

All LAOs and ADA Performance Measure Compliance Forms should be submitted to your regional office by **December 31, 2015**. If the ADA coordinator or contact person identified by your court changes, the chief judge should submit a new LAO and a revised form to the regional office. If you have questions, please contact your regional office.

For more information about compliance with the ADA, visit the One Court of Justice website [ADA resources](#).