



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

Jennifer Warner
Director

MEMORANDUM

DATE: December 3, 2015

TO: Chief Judges
Court Administrators

FROM: Jim Inloes, Management Analyst

RE: ADA LAO Clarifications

On October 15, 2015, the State Court Administrative Office [notified courts](#) that they are required to have a Requests for Accommodations for Persons with Disabilities (ADA) local administrative order (LAO) approved by the State Court Administrative Office by December 31, 2015. After fielding your questions since October 15, 2015, clarification is necessary.

1. Only a court employee may be appointed as an ADA coordinator for a trial court, pursuant to Supreme Court Administrative Order 2015-5. A funding unit employee may not be designated as the ADA coordinator for the court.
2. If more than one court in a single location is appointing the same court employee as the ADA coordinator for all courts, they must submit a joint LAO.
3. Courts with multiple locations need to appoint an ADA contact at each location. That person should also view the ADA training video at <http://mji.devcourtland.com/> and review the ADA materials on that same page. The court's ADA coordinator is responsible for coordinating information to, and ensuring the training of, the ADA contacts for the each court location.
4. In the body of the local administrative order, it is important that you identify the person in section 2 as *the ADA coordinator*. For example, section 2 should read John Doe, *ADA Coordinator*, 123 Court Avenue, City, MI. We have amended the model to clarify this.
5. Title II (28 CFR 35.107) of the ADA Amendments Act requires a public entity to publish its grievance procedure. If a court has a website, the grievance procedure must be posted there in accordance with [website standards](#). If a court does not have a website, the grievance procedure should be posted in a conspicuous location in the courthouse.

If you have any questions or concerns, please do not hesitate to contact us at TrialCourtServices@courts.mi.gov.