



## **SUPREME COURT OF NEVADA** **NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT**

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Supreme Court of Nevada will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** Supreme Court of Nevada does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication:** Supreme Court of Nevada will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Supreme Court of Nevada's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** Supreme Court of Nevada will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Supreme Court of Nevada offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Supreme Court of Nevada, should contact the Clerk of the Court or the Human Resources Manager as soon as possible but no later than 48 hours before the scheduled event.

**Filing Documents, Oral Arguments, En Banc Hearings, Pardon's Board, or Public Hearings:**

Elizabeth Brown  
Clerk of the Court  
201 S. Carson St. STE 201  
Carson City, NV 89701

**Judicial Programs and Court Services, Employment, Facility Access, or Website Access:**

Gigi Gentry  
Human Resources Manager  
Administrative Office of the Courts  
201 S. Carson St. STE 200  
Carson City, NV 89701

The ADA does not require the Supreme Court of Nevada to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Supreme Court of Nevada is not accessible to people with disabilities should be directed to Clerk of the Court or the Human Resources Manager.

Supreme Court of Nevada will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to people who use wheelchairs.



## **SUPREME COURT OF NEVADA**

### **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 the Supreme Court of Nevada. The State's Personnel Policy governs employment-related complaints of disability discrimination.

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 people with disabilities upon request.

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

**Filing documents, Oral Arguments, En Banc hearings, Pardon's Board, or Public Hearing's:**  
Elizabeth Brown  
Clerk of the Court  
201 S. Carson St. STE 201  
Carson City, NV 89701

**Judicial Programs and Court Services, Employment, Facility Access, or Website Access:**  
Gigi Gentry  
Human Resources Manager  
Administrative Office of the Courts  
201 S. Carson St. STE 200  
Carson City, NV 89701

Within 15 calendar days after receipt of the complaint, the Clerk of the Court or the Human Resources Manager or *his/her* designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Clerk of the Court or the Human Resources Manager or *his/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 Supreme Court of Nevada and offer options for substantive resolution of the complaint.

If the response by the Clerk of the Court or the Human Resources Manager or *his/her* designee does not satisfactorily resolve the issue, the complainant *and/or his/her* designee may appeal the decision within 15 calendar days after receipt of the response to the State Court Administrator or her designee.

Within 15 calendar days after receipt of the appeal, the State Court Administrator or *his/her* designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the State Court Administrator or 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 Clerk of the Court or the Human Resources Manager or *his/her* designee, appeals to the State Court Administrator or her designee, and responses from these two offices will be retained by the Supreme Court of Nevada for at least three years.