MC-410-INFO How to Request a Disability Accommodation for Court

This information sheet is for form MC-410 (Disability Accommodation Request).

The purpose of this information sheet is to help you:

- Ask the court for an accommodation on page 1 of form MC-410.
- Understand the court's response on page 2.

If you have a disability or limitation and need an accommodation while you are at court, one way to ask for an accommodation is to fill out form MC-410 and give it to the ADA Coordinator or designated person (this could be a court clerk, a jury commissioner, or another person). Other ways to ask for an accommodation are to call the court or go in person to ask the ADA Coordinator or designated person.

Please note: If you are submitting papers to the court electronically, through electronic filing, you **must not** include form MC-410 with your filing. Form MC-410 is a confidential form that is not part of the case file. The form must be given to the ADA Coordinator or designated person in your court.

Make this request at least **5 days** (when the court is open) before you need the accommodation.
If this is not possible, you can still make a request.

Page 1 of form MC-410 asks for the information the court needs to understand and make a decision about your request.

Court name and Address:

Write the name and address of your court. If you do not know the court address, ask the ADA Coordinator or court staff for help.

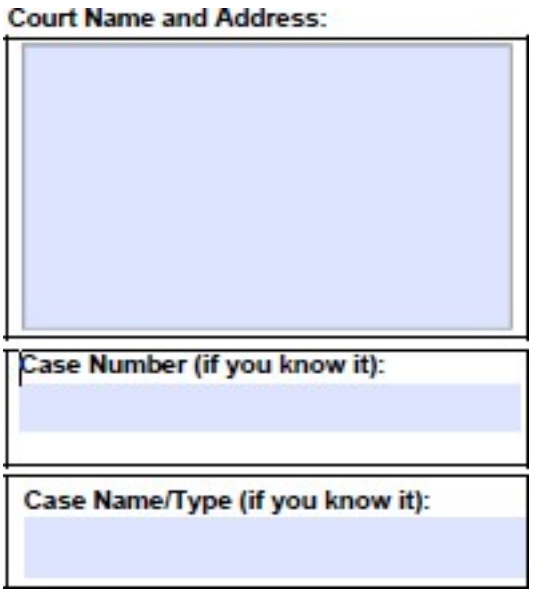
Case Number (if you know it):

If you have a case number, write it here.

Case Name/Type (if you know it):

If you know the name of your case, write it here.

Example: Guardianship of Jane Doe.



1 Your information

Write your name, address, telephone number, and email address where the court can reach you in the near future.

2 How are you involved in the case?

Check the box that describes who you are: a juror, party, witness, or lawyer. If you are someone else, mark "Other" and explain on the line.

3 When and where do you need the accommodation?

Tell the court the dates and times when you will need the accommodation in court and where in the courthouse you will be.

4 What accommodation do you need at the court?

Write down the accommodation you are requesting.
Example: ASL Interpreter
For more examples of accommodations the court can provide, see Disability Accommodations in California Courts.

5 Why do you need this accommodation to assist you in court?

Explain to the court what you cannot do and how the accommodation you are requesting will help you participate in court.

Example: I am hard of hearing and can't hear like everybody else. I need an assistive listening device to hear what is going on in court.

There is a check box under this question that you can check if you attach additional information about your request to the form.

Signatures

- Write today's date, type or print your name, and sign on the signature line next to the arrow.
- If someone helped you fill out the form, such as a court employee or a friend, caregiver, or relative, you can provide their name, email address, and phone number where the court can reach them if there are any questions about the request. This is optional.

The court will respond to your request by telling you in person, calling you on the phone, or mailing or emailing you a response.

Page 2 of form MC-410 is where the court responds to your request.

Important! If your case is delayed or dismissed after you make your request, please contact the court at the phone number or email address provided.

- The court will check one of two boxes. Either:

  Your Request is **GRANTED**

  -OR-

  Your Request is **DENIED IN WHOLE OR IN PART**

  If your request is denied in whole or in part, the court will tell you **why** it is being denied. If the court offers you a different accommodation, it will tell you **what accommodation** will be provided.

- If the court will provide an accommodation, it will tell you **when** the accommodation will be provided: either the dates and times you requested, indefinitely, or for different dates and times.

- If the court provides additional information about the decision, it will check that box and attach the information to the form.

- Underneath the court's signature line, the court enters a date telling you **when** the court responded to the request. The court may respond by telling you in person, calling you on the phone, or by mailing or emailing you a response.

- At the bottom of the page, there is a link to information about how to ask for a review or the court's decision.

Need More Help?

- See Disability Accommodations in California Courts.
- Visit your court's website to find the ADA Coordinator.
  - For help finding your court: www.courts.ca.gov/find-my-court.htm.