**Frequently Requested Accommodations**

The specific accommodation provided will vary depending on the nature of the disability, the individual’s preferred mode of communication and the length and complexity of the communication involved. Examples of potential reasonable accommodations within the following categories are provided below.

1) Reasonable modifications to a public entity's rules, policies, or practices;

2) Removal of architectural, communication, or transportation barriers; or

3) Provision of auxiliary aids and services.

* [Accommodations for people who are blind or visually impaired](#_Accommodations_for_people).
* [Accommodations for people who are deaf or hard of hearing.](#_Accommodations_for_people_1)
  + [Assistive Listening Devices](#_Assistive_Listening_Devices.)
  + [Sign Language Interpreters](#_Sign_Language_Interpreters.)
* [Accommodations for people with disabilities related to speech, writing and other methods of communication Accommodations for people with cognitive disabilities.](#_Accommodations_for_people_3)
* [Accommodations for people with cognitive disabilities.](#_Accommodations_for_people_4)
* .[Accommodations for people with dexterity limitations](#_Accommodations_for_people_2).
* [Other accommodations.](#_Other_accommodations.)

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# Accommodations for people who are blind or visually impaired.

***Illustration.*** Individual is blind or has low vision.

**Suggested accommodations include:**

* Provide better lighting.
* Move to a location with better lighting.
* Adjust the lighting.
* Provide taped text.
* Provide qualified readers (individuals or electronic readers).
* Provide materials in Braille.
* Provide large print materials.
* Provide materials in electronic format on compact discs or in e-mails.
* Provide audio recordings.

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# Accommodations for people who are deaf or hard of hearing.

**Illustration.** Individual has obvious hearing loss or provides documentation of hearing loss.

**Suggested accommodations include:**

* Provide written materials.
* Provide note takers.
* Allow exchange of written notes.
* Provide open and closed captioning.
* Provide videotext displays.
* Provide assistive listening system.
* Provide qualified sign-language and oral interpreters
* Provide computer-aided transcription services.

## Assistive Listening Devices.

DOJ's regulations implementing Title II of the ADA require public entities and public accommodations to provide appropriate auxiliary aids and services where necessary to ensure effective communication.

There are hard-wired systems and three types of wireless systems assistive listening devices: induction loop, infrared, and FM radio transmission. Each has different advantages and disadvantages. For example, an FM system may be better than an infrared system in some open-air assemblies since infrared signals are less effective in sunlight. On the other hand, an infrared system is typically a better choice than an FM system where confidential transmission is important because it will be contained within a given space.

The technical standards for assistive listening systems describe minimum performance levels for volume, interference, and distortion. **It’s best to consult an expert about the court’s specific needs.**

Where assistive listening systems are used to provide effective communication, the DOJ considers it essential that a portion of receivers be compatible with hearing aids. Neckloops and headsets that can be worn as neckloops are compatible with hearing aids. Receivers that are not compatible include earbuds, which may require removal of hearing aids, earphones, and headsets that must be worn over the ear, which can create disruptive interference in the transmission and can be uncomfortable for people wearing hearing aids.

Receivers shall be provided for assistive listening systems in each assembly area in accordance with the Table below. Twenty-five percent minimum of receivers provided, but no fewer than two, shall be hearing-aid compatible.

EXCEPTIONS: 1. Where a building contains more than one assembly area and the assembly areas required to provide assistive listening systems are under one management, the total number of required receivers shall be permitted to be calculated according to the total number of seats in the assembly areas in the building provided that all receivers are usable with all systems.

Where all seats in an assembly area are served by an induction loop assistive listening system, the minimum number of receivers required by the Table below to be hearing-aid compatible shall not be required to be provided.

| Receivers for Assistive Listening System | | |
| --- | --- | --- |
| **Capacity of Seating in Assembly Area** | **Minimum Number of Required Receivers** | **Minimum Number of Required Receivers Required to be Hearing-aid Compatible** |
| 1. Or fraction thereof. | | |
| 50 or less | 2 | 2 |
| 51 to 75 | 3 | 2 |
| 76 - 100 | 4 | 2 |
| 101- 125 | 5 | 2 |
| 126- 150 | 6 | 2 |
| 151-175 | 7 | 2 |
| 176 – 200 | 8 | 2 |
| 201 to 500 | 2, plus 1 per 25 seats over 50 seats ¹ | 1 per 4 receivers ¹ |
| 501 to 1000 | 20, plus 1 per 33 seats over 500 seats ¹ | 1 per 4 receivers ¹ |
| 1001 to 2000 | 35, plus 1 per 50 seats over 1000 seats ¹ | 1 per 4 receivers ¹ |
| 2001 and over | 55 plus 1 per 100 seats over 2000 seats ¹ | 1 per 4 receivers ¹ |
|  |  |  |

## Sign Language Interpreters.

See *Guidelines for Trials Involving Deaf Jurors who serve with the Assistance of Sign Language Interpreters*. <https://www.njcourts.gov/public/assets/langSrvcs/lapappendix11.pdf>

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# Accommodations for people with disabilities related to speech, writing and other methods of communication.

***Illustration.*** Individual has a speech impairment.

**Suggested accommodations include:**

* Provide computer station.
* Provide speech synthesizer.
* Provide communications board.

***Illustration.*** Individual has auditory processing deficits and provides appropriate documentation.

There are several types of Auditory Processing Deficits. Two common types are:

Auditory Processing Disorder (APD) and Central Auditory Processing Disorder (CAPD)

APD involves difficulty accurately processing and interpreting auditory information. Individuals with APD often do not recognize subtle differences between sounds in words.

CAPD is a disorder that affects the ability to interpret sounds quickly and accurately. Individuals with CAPD may not demonstrate hearing deficits on routine audiological exams but have difficulty recognizing and responding appropriately to different sounds, including speech sounds.

**Suggested accommodations include:**

* Face individual when talking.
* Reduce distractions in the room (visual and auditory).
* Simplify verbal directions, slow the rate of speech. "Show and tell" all information and directions- Explain thoroughly.
* Encourage individual to repeat back to you everything that you say to verify understanding.
* Back up verbal directions with visual and written cues.
* Allow an advocate to assist with communication.

# Accommodations for people with cognitive disabilities.

***Illustration***. Individual provides documentation proving the existence of a mental illness limiting his or her ability to understand the proceedings and respond appropriately.

**Suggested accommodation.** Appointment of Counsel

**The Factors in Assessing Need for Representation (Excerpt from the Administrative Hearings Disability Guide)**

Where representation as an accommodation for disability is considered, the Presiding Officer or his or her designee must first establish that the party has a disability. It must also be determined that due to the disability, accommodation is necessary for the party to effectively participate in the process. Assuming the documentation provided supports the existence of a disability the question remaining is the need for representation.

Factors that may be considered in determining whether or not to provide representation include:

*Could the individual’s mental condition**reasonably be said to interfere with the defendant's present ability to go forward with* pro se *representation?*

Is the case so complex that the party will not be able to participate effectively unless provided with a suitable representative?

Are there other accommodations that can address the specific limitations on the party’s ability to effectively participate in the hearing?

Is appointment of a suitable representative more efficient, and at least as effective, as alternative accommodations?

**Subjects of Inquiry Regarding a Party’s Ability to Make His or Her Case**

Can the party identify what is at stake? Does she or he know what will be decided, and the consequences of winning or losing?

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# Accommodations for people with dexterity limitations.

***Illustration.*** Individual is unable to walk more than a few feet.

### Suggested Accommodation. Ensure that wheelchair spaces are available in assembly areas.

ADA accessibility guidelines state that wheel chair spaces should be provided in assembly areas with fixed seating. The number of wheelchair spaces required can be determined from the chart below:

| **Number of Wheelchair Spaces in Assembly Areas** | |
| --- | --- |
| **Number of Seats** | **Minimum Number of Required Wheelchair Spaces** |
| 4 to 25 | 1 |
| 26 to 50 | 2 |
| 51 to 150 | 4 |
| 151 to 300 | 5 |
| 301 to 500 | 6 |
| 501 to 5000 | 6, plus 1 for each 150,  or fraction thereof, between 501 through 5000 |
| 5001 and over | 36, plus 1 for each 200,  or fraction thereof, over 5000 |

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# Other accommodations.

***Illustration.*** Individual informs the court that he or she has a urinary tract disability and provides appropriate documentation.

**Suggested accommodations include:**

* Allow frequent bathroom breaks.

***Illustration.*** Individual informs the court that he or she is a diabetic.

**Suggested accommodations include:**

* Permit the individual to eat or consume sweets if necessary to maintain blood sugar levels.