



JODY PHILLIPS
Clerk of the Circuit Court

Clerk of the Circuit and County Courts
DUVAL COUNTY
501 WEST ADAMS STREET
JACKSONVILLE, FLORIDA 32202

PHONE: (904) 255-2000

RIGHT TO AN ACCOMODATION

If you are an individual with a disability who needs an accommodation in order to participate in a service provided by the Duval County Clerk of Court, you are entitled, at no cost to you, to the provision of certain assistance. Requests for accommodations may be presented on this form, in another written format, or orally. Requests should be submitted as far in advance as possible, but preferably at least seven (7) days before the accommodation is needed.

Please complete this form and return it to the ADA Coordinator via email at ADA.Coordinator@DuvalClerk.com or by mail to:

Duval Clerk ADA Coordinator
Room 2338
501 West Adams Street
Jacksonville, FL 32202

You can also contact the Clerk's ADA Coordinator by phone at **(904) 255-2355**. Relay service is available.

DUVAL COUNTY CLERK OF COURT ADA ACCOMODATION REQUEST FORM

1. Date Request Submitted: _____
2. Person Needing Accommodation: _____
3. Contact Information for Person Needing Accommodation
 - Street or P.O. Box: _____
 - City: _____
 - State: _____ ZIP Code: _____
 - Telephone (Include Area Code): _____
 - Email Address: _____

4. Person Making Request (If Other than the Person Needing the Accommodation)

Name _____

Telephone (Include Area Code): _____

Email Address: _____

5. Accommodations Requested
(Check All that Apply)

1. Assistive Listening Device

2. Sign Language Interpreter

Please specify the type of signing system used by the requestor (e.g.ASL)

3. Provision of Court Documents in Alternative Format

Please specify the type of requested format (e.g. Braille)

4. Other Accommodation (Please Specify)

Please note: If you need special assistance due to a disability to participate in a court proceeding, that request is handled by the 4th Judicial Circuit's ADA Coordinator, rather than the Clerk. If you need assistance with any court accommodations, please contact the [4th Judicial Circuit's ADA Coordinator](#) at the address or phone number below at least 7 days before your scheduled court appearance, or immediately upon receiving an official notification if the time before the scheduled appearance is less than 7 days. If you are hearing or voice impaired, call 711.

**4th Judicial Circuit ADA Coordinator for the Duval County Courthouse
501 West Adams Street, Room 6204
Jacksonville, FL 32202**

**Phone
(904) 255-1695**