

**THE AMERICANS WITH DISABILITIES ACT**  
**POLICY ON ACCESSIBILITY OF PROCEEDINGS HELD IN THE CITY OF NEW**  
**ORLEANS COURT BUILDINGS**

The City of New Orleans, Louisiana, has adopted the following procedures so that services, programs, or activities that would otherwise be provided in an accessible location in the City court buildings are readily accessible to and usable by individuals with mobility disabilities. (“Accessible locations” and “inaccessible locations” include locations with accessible toilet rooms and locations without accessible toilet rooms respectively.)

**PROCEEDINGS TO BE RELOCATED UPON 48 HOURS NOTICE**

If an individual with a mobility impairment chooses or is required to attend a proceeding (i.e., party, juror, attorney, witness, spectator) that is held in an inaccessible location in a City court building, the proceeding will be relocated to an accessible location after the request to relocate the court proceeding is made to the Judicial Administrator at least forty-eight (48) hours prior to the scheduled commencement of the proceeding. If a party to a proceeding is represented by counsel and either has a need to request relocation of the proceeding, or requires the presence of a person at the proceeding who requests relocation, then the proceeding shall be relocated upon such request.

**ACCESS TO PROCEEDINGS WITH LESS THAN 48 HOURS NOTICE**

If a participant (e.g., party, juror, attorney, witness) with a mobility impairment is required to attend a proceeding that is held in an inaccessible location in a City court building, and forty-eight (48) hours notice has not been provided to the Judicial Administrator when requesting relocation of a court proceeding to an accessible location, the Judicial Administrator will make reasonable efforts to relocate and, if unsuccessful, the proceeding will be postponed until such proceeding can be relocated to an accessible location.

**DUTIES OF THE JUDICIAL ADMINISTRATOR:**

Once a request to relocate a proceeding to an accessible location is received, the Administrator will:

1. Contact the judge who will preside over the proceeding to inform him or her of the request to relocate the proceeding to an accessible courtroom;
2. Contact the judge who was scheduled to preside over proceedings scheduled at the same time in the accessible courtroom so that he or she is informed of the relocation of both proceedings;
3. Contact parties, jurors, and attorneys who must be present at the proceedings to inform them of the new location; and,
4. Post written notice of the new location of the proceedings in conspicuous locations of the court building where court dockets or schedules are routinely posted, especially outside the door of each courtroom.