

**IN THE CIRCUIT COURT, SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO AND PINELLAS COUNTIES, FLORIDA**

ADMINISTRATIVE ORDER NO. 2018-041 PA/PI-CIR

**RE: AMERICANS WITH DISABILITIES ACT**

Florida Rule of Judicial Administration 2.540 requires the trial court to establish procedures for obtaining an accommodation under the Americans with Disabilities Act (“Act”). Due to changes in the centralized contact for Pasco County, Administrative Order 2017-027 PA/PI-CIR must be updated.

In accordance with Article V, § 2, Florida Constitution, Rule of Judicial Administration 2.215, and § 43.26, Florida Statutes, it is

**ORDERED:**

1. The Human Rights Office of Pinellas County continues to be designated as the central contact for requests for accommodation under the Act in Pinellas County. The Human Rights Office, by agreement, provides this service to the constitutional and statutory offices of Pinellas County Government.

2. The Pasco County Human Resources Department is designated as the centralized contact for requests for accommodation under the Act in Pasco County. The Human Resources Department, by agreement, provides this service to the constitutional and statutory offices of Pasco County Government.

3. The central contacts may forward any request for accommodation to the appropriate constitutional officer or statutory offices’ ADA Coordinator for response to any accommodation request. For requests for accommodation in a court proceeding, the request should include a description of the accommodation sought, a statement of the impairment that necessitates the accommodation, and the time frame in which the accommodation is needed. The request should not include information about the merits of the case.

4. The Administrative Office of the Court must post on the website for the Sixth Judicial Circuit and in each court facility the procedures for obtaining an accommodation and the grievance procedure.

5. Except as otherwise provided, all notices of court proceedings to be held in a public facility, and all process compelling appearance at such proceedings, shall include the following statement in bold face, 14-point Times New Roman or Courier font:

a. For proceedings before the Courts of Pinellas County:

**“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Human Rights Office, 400 S. Ft. Harrison Ave., Ste. 300, Clearwater, FL 33756, (727) 464-4062 (V/TDD) at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”**

b. For proceedings before the Courts of Pasco County, effective September 1, 2018:

**“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact either the Pasco County Customer Service Center, 8731 Citizens Drive, New Port Richey, FL 34654, (727) 847-2411 (V) or the Pasco County Risk Management Office, 7536 State Street, New Port Richey, FL 34654, (727) 847-8028 (V) at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”**

6. The Clerks of the Circuit Court for Pasco and Pinellas Counties may refuse to issue any document prepared by counsel that does not contain the language required by this Order.

Effective September 1, 2018, Administrative Order No. 2017-027 PA/PI-CIR is hereby rescinded.

**DONE AND ORDERED** in Chambers at St. Petersburg, Pinellas County, Florida, this \_\_\_\_\_ day of August, 2018.

ORIGINAL SIGNED ON AUGUST 14, 2018  
BY ANTHONY RONDOLINO, CHIEF JUDGE

cc: All Judges  
The Honorable Bernie McCabe, State Attorney  
The Honorable Bob Dillinger, Public Defender  
The Honorable Paula O’Neil, Clerk of the Circuit Court, Pasco County  
The Honorable Ken Burke, Clerk of the Circuit Court, Pinellas County  
Gay Inskeep, Trial Courts Administrator  
Ita M. Neymotin, Regional Counsel, Second District  
Ngozi C. Acholonu, Assistant Regional Counsel  
Lillian Simon, Director of Administrative Services, Pasco County  
Bar Associations, Pasco and Pinellas Counties  
Law Libraries, Pasco and Pinellas Counties