

Accommodations for Persons with Disabilities

The Department of Administrative Hearings is dedicated to ensuring that all qualified individuals with disabilities have equal access to our hearing process and other services provided by the Department. Accommodations are made at no cost to you. Requests for accommodations can be made orally or in writing. This form has been developed to facilitate your request. Requests can be made at any time, but please give us as much time as possible to make arrangements. There are several options. You can:

- Complete this form and return it to the Department of Administrative Hearings, 740 N. Sedgwick St., 6th Floor, Chicago, IL 60654, Attn: **ADA Request**;
- Email AdministrativeHearings@cityofchicago.org:
Please write on subject line of email "ADA Request"
- Contact us by telephone at 312-742-8200 or 312-742-4747 or;
- Fax to 312-742-8222 or Text Net (TTY) 312-742-8249.

Date request submitted: ___/___/___

Contact information for person needing accommodation ("Requester")

(Check one) Respondent ___ Witness ___ Attorney ___ Other (please specify) _____

Name: _____

Street or P.O Box: _____

City: _____ State: _____ Zip: _____

Telephone Number (include area code): _____

Email Address: _____

IT IS IMPORTANT THAT YOU PROVIDE A CURRENT TELEPHONE NUMBER AND/OR EMAIL ADDRESS SO WE MAY CONTACT YOU IF FURTHER INFORMATION IS NEEDED TO CLARIFY YOUR REQUEST, TO NOTIFY YOU OF THE STATUS OF YOUR REQUEST, OR TO ADVISE YOU OF A LATE CANCELLATION. (For example, the sign language interpreter is sick and cannot cover the scheduled hearing.)

Case Information: Docket # _____ Ticket # _____

Date that the accommodation is needed: ___/___/___ Time accommodation needed:

Location (check one):

Describe the accommodation that you are requesting: _____
