

**HARBOR JUSTICE CENTER – NEWPORT BEACH  
INSTRUCTION SHEET  
MC - 410**

(For Court Users)

**REQUEST FOR ACCOMMODATIONS  
BY PERSONS WITH DISABILITIES AND RESPONSE**

(Per C.R.C. 1.100)

**KEEP THIS INSTRUCTION SHEET FOR REFERENCE**

1. Please complete the [MC-410 form](#) to request assistance during your visit to the courthouse. If you need help with the form, please ask court staff or call the ADA Site Coordinator at (657) 622-5485.

NOTE: Please provide your phone number and fax number (if available) in the Applicant section of the “Request for Accommodations” form to allow staff to contact you if there are any questions.

2. Submit the completed form to staff in the courtroom or at any filing counter, or mail to the address below. You should give the court at least 5 days notice whenever possible.

Harbor Justice Center – Newport Beach  
Attention: ADA Site Coordinator  
4601 Jamboree Road  
Newport Beach CA 92660-2595

The form will be reviewed by a court officer. In the event the court determines your request to be inappropriate and you disagree with the court’s decision, you have the right to appeal. (See [C.R.C. 1.100](#).) You will receive a copy of this action by mail, as may be appropriate, and/or if applicable, in an alternative format. If you are unsure about the status of your request, please call the ADA Site Coordinator at (657) 622-5485 for information.

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