

**WEST JUSTICE CENTER
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 657-622-5948.

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.

West Justice Center
Attention: ADA Site Coordinator
8141 13th Street
Westminster CA 92683

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 657-622-5948 for information.

(Rev. 11/09/09)