

OFFICE OF THE STATE COURT ADMINISTRATOR AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE

The following Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a grievance alleging discrimination on the basis of a disability in employment practices and policies or the provision of services, activities, programs and benefits by the Colorado Judicial Department, Office of the State Court Administrator.

The grievance should be in writing and contain information about the alleged discrimination such as name, address, phone number of grievance and location, date and description of the problem (grievance form). Alternative means of filing grievance, such as personal interviews or a tape recording of the grievance will be made available for persons with physical or mental limitations upon request.

The grievance should be submitted by the complainant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Director of Human Resources
1300 Broadway, Suite 1200
Denver, CO 80203
720-625-5000

Within 15 calendar days after the receipt of the grievance, the Director of Human Resources or a designee will meet with the complainant to discuss the alleged violation and possible resolutions. Within 15 calendar days after the meeting, the Director of Human Resources or a designee will respond in writing and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Colorado Judicial Branch Office of the State Court Administrator and offer options for substantive resolution of the grievance.

All grievances received by the Director of Human Resources or a designee and the corresponding responses to the grievances shall be maintained by the Colorado Judicial Department, Office of the State Court Administrator for a minimum period of three years.