



ADA ACCOMMODATION REQUEST FORM

Name and mailing address of person requesting accommodation:

Email address: _____

Phone number: _____

If someone other than the person requesting accommodation completed this form, please provide the name, email address, and phone number of the person completing this form:

Role in case: _____

Case Name: _____

Docket Number: _____

Date(s) accommodation needed: _____

Specific accommodation(s) requested:

Additional information:

INSTRUCTIONS

Contact information: Please provide the full contact information for the person seeking reasonable accommodation. If someone other than the person seeking accommodation is completing this form, or providing assistance with the request, please provide contact information where that person may be reached for additional information if necessary.

Role in case: Please state whether the person seeking accommodation is a party, a witness, counsel, or has another relationship to the case (if another, please be specific).

Date accommodation needed: If accommodation is needed for a hearing, trial, or conference, please state the dates. If accommodation is needed on another basis or on an ongoing basis, please describe.

Specific accommodation requested: Please describe specifically the nature of the accommodation requested (e.g., “use of wheelchair requires accessibility ramp,” “deafness calls for use of assistive listening device,” or “anxiety disorder requires frequent breaks during trial”). Attach a continuation sheet if necessary.

Additional information: Please provide any additional information you believe will assist the court in reviewing your request. Specifically, please describe how your disability affects your ability to otherwise access court proceedings. Attach a continuation sheet if necessary.

Please submit your request 10 calendar days before the date of the requested accommodation by email to MN.Accessibility.Taxcourt@state.mn.us (or, if necessary, by US Mail or hand delivery to the court, to Court Administrator, 245 Minnesota Judicial Center, 25 Rev. Dr. Martin Luther King Jr. Blvd., Saint Paul, MN 55101).

Requests do not have to be filed with the court pursuant to the rules of procedure or served on opposing parties. The court may contact the requester for further information. See ADM2021-005. General Order, ADA Accommodations, for more information.