



## SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

### INSTRUCTION SHEET FOR JC FORM #MC-410

REQUEST FOR ACCOMMODATIONS  
BY PERSONS WITH DISABILITIES AND RESPONSE  
Per Cal. Rules of Court, rule 1.100

#### KEEP THIS INSTRUCTION SHEET FOR REFERENCE

- A. Complete the attached form to request assistance during your visit to the court. If you need help with the form, please ask court staff or call the ADA Coordinator at (619) 844-2253.

NOTE: Please provide your phone number and fax number (if available) in the applicant section of the Request for Accommodations by Persons with Disabilities and Response (JC Form #MC-410) to allow staff to contact you if there are any questions.

- B. If you are involved in more than one court case, you must submit a separate Request for Accommodations by Persons with Disabilities and Response (JC Form #MC-410) for each case.
- C. Submit the completed form to staff in the courtroom, at any public counter, or mail it to the address below. You should give the court as much notice as possible, generally and preferably at least five days, to allow time for the court to respond to your requested need for accommodation. Allow extra time if your request is mailed.

**San Diego Superior Court  
Attention: ADA Coordinator  
P. O. Box 120128  
San Diego, CA 92112-0128**

If you are running short of time, your request may be faxed to the ADA Coordinator at (619) 844-5675.

- D. If you are unsure about the status of your request, please call the ADA Coordinator at the phone number listed above.
- E. If your request is denied, you may seek review of the denial as provided in Cal. Rules of Court, rule 1.100 (g)(1) and (2).