



LOYOLA
UNIVERSITY
NEW ORLEANS

COLLEGE OF LAW

Stuart H. Smith Law Clinic and Center for Social Justice

July 1, 2020

Hon. Chief Justice Bernette J. Johnson
Louisiana Supreme Court
400 Royal St.
New Orleans, LA 70130

Jeff Landry, Attorney General
Erin Day, Assistant Attorney General
Louisiana Department of Justice
1885 North Third St.
Baton Rouge, LA 70802

Hon. Justice of the Peace Kevin Centanni
President Louisiana Justices of the Peace
Jefferson Parish 6th Justice of the Peace Court
1803 Williams Blvd. 4th Floor Kenner, LA 70062

Re: Second request for Notice of Obligations under the Americans with Disabilities Act (ADA) and the U.S. and Louisiana Constitutions to be sent to Louisiana Judges and Justices of the Peace, and Notice of Potential Complaints to the Louisiana Judiciary Commission

Dear Honorable Justice, Judge and Attorney General:

We write you in your capacities as leaders in the Judiciary and as official advisor to the Justices of the Peace. As we have written previously over one-third of the people in Louisiana have disabilities.¹ In light of the impact of the pandemic of COVID-19 we have urged you to provide guidance to Louisiana Judges and Courts on their obligation to provide accommodations for people with disabilities who cannot safely attend court in person. We are unclear if any guidance has gone out, as we have received no response to our correspondence from the Supreme Court or Attorney General's office on this topic. We continue to see egregious violations by some courts and Justices of the Peace, indicating a lack of knowledge or understanding of the law.

¹ Centers for Disease Control and Prevention, Disability & Health US. State Profile Data: Louisiana, <https://www.cdc.gov/ncbddd/disabilityandhealth/impacts/louisiana.html>

Written notice has been provided about the responsibilities of courts under the Americans with Disabilities Act (ADA).² Some parts of the judiciary have begun to act to protect the rights of people with disabilities in Louisiana. Some have not. Therefore, we ask you to give official notice to every Judge, every Justice of the Peace and every Court in Louisiana that refusal to follow the law in the administration of their offices when dealing with unrepresented or represented parties with disabilities will be considered as a violation of the U.S. and Louisiana Constitutions, the Americans with Disabilities Act, and the Louisiana Code of Judicial Conduct. Continued refusal to follow the law will thus expose them not only to litigation but to complaints filed with the Louisiana Judiciary Commission.

We applaud those Louisiana Judges and Justices of the Peace are starting to take steps to comply with their responsibilities under the Americans with Disabilities Act (ADA). For example, some Courts^{3,4} and Justices of the Peace are notifying people in writing when they are summoned to court that there are alternatives available to appearing in person for people with disabilities.⁵ Other courts are loaning out iPads to people who cannot appear in person so they can participate remotely.⁶

Last week the First Circuit Court of Appeal stopped an eviction in St. Helena Parish because the Justice refused to provide accommodations.⁷ A tenant with kidney disease and hypertension, whose partner has heart failure, lung disease and hypertension, requested a remote hearing by video conference as a reasonable accommodation. The Court refused, stating that the attorney should come and speak on the tenants' behalf. The appeals court stated that in light of the COVID-19 pandemic, Justices of the Peace are required to provide accommodations in the form of remote hearings by video conference when requested by a tenant with disabilities.

The Louisiana Constitution in Article V, Section 25, Section C, establishes that the following conduct by a judge qualifies as misconduct that could warrant discipline: willful misconduct relating to his official duty; willful and persistent failure to perform his duty; and persistent and public conduct prejudicial to the administration of justice that brings the judicial office into disrepute. Continued operation of courts in disregard for the legal rights of people with disabilities certainly meets this definition of misconduct.

Canon 3 (B) of the Louisiana Code of Judicial Conduct requires: "A judge shall diligently discharge the judge's administrative responsibilities without bias or prejudice and maintain professional competence in judicial administration, and should cooperate with other judges and

² See letter of June 8, 2020, attached.

³ See Rule of Possession of Premises summons form being used by First City Court in New Orleans, attached

⁴ See notice being sent out with every eviction summons at Second City Court in New Orleans, attached.

⁵ See Request for ADA Title II Accommodations by Court Users, 6th Justice of the Peace Court, Jefferson Parish, attached.

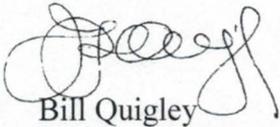
⁶ 5th Justice of the Peace Court, Jefferson Parish.

⁷ Nguyen v. Hall, 2020-0531 (La. App. 1 Cir. 06/25/20); 2020 La. App. LEXIS 973.

court officials in the administration of court business.” Administration of a court in disregard for the legal rights of people with disabilities certainly meets this definition.

We again ask you to notify, educate and train all Judges, Justices of the Peace and Courts to act justly and fulfill their responsibilities under the law to people with disabilities.

Thank you for your assistance in this matter.



Bill Quigley
Davida Finger
Loyola University New Orleans College of Law

Ranie Thompson
CrescentCare

Amitai Heller
Disability Rights Louisiana

Cashauna Hill
Louisiana Fair Housing Action Center

Chris Kaiser
American Civil Liberties Union of Louisiana

Laura Tuggle
Southeast Louisiana Legal Services



COLLEGE OF LAW

Stuart H. Smith Law Clinic and Center for Social Justice

June 8, 2020

Jeff Landry, Esq.
Attorney General
Louisiana Department of Justice
1885 North Third St.
Baton Rouge, LA 70802

Erin Day, Esq.
Assistant Attorney General
Louisiana Department of Justice
1885 North Third St.
Baton Rouge, LA 70802

By Certified Mail and Electronic Mail

Re: Need for immediate training and guidance for Justices of the Peace on obligations under the Americans with Disabilities Act during COVID-19

Dear Attorney General Landry and Assistant Attorney General Day,

We write to you concerning the reopening of Justice of the Peace courts for evictions starting June 15, 2020, and the critical need for your office to train for Justices of the Peace on their obligations under the Americans with Disabilities Act (ADA) during the COVID-19 crisis. We have reviewed the “Guide to Reopening Justice of the Peace Courts” sent to Justices of the Peace. We appreciate the steps your office has taken to disseminate important information about safe reopening during the Covid-19 pandemic in line with CDC guidance in line with your office’s training mandate under La. R.S. § 49:251.1. We have ongoing concerns about how Justices of the Peace who hold court in their homes or smaller offices will implement proper social distancing procedures and other safety measures. Moreover we are requesting that your office provide more specific guidance to the Justice of the Peace Courts in regards to serving individuals with disabilities and their obligations under the Americans with Disabilities Act (ADA).

As you know, the Attorney General's Office "shall conduct courses of training and education for persons elected to full terms to the offices of justice of the peace and constable." La. R.S. § 49:251.1. Further, through its website and training manual for Justices of the Peace, the Attorney General's office holds itself out to be the entity charged with providing advice and education to Justices of the Peace on substantive and procedural law. "The Governmental / Litigation Section . . . provides legal representation, advice, and educational publications for the State's 776 elected Justices of the Peace and Constables."¹ The Attorney General's Office "is mandated by law to provide education and training to all justices of the peace and constables in Louisiana" and "has a justice of the peace and constable legal liaison to assist with general legal questions and other special inquiries. . . . The liaison, however, is authorized to direct the justice of the peace or constable to applicable statutes and provisions."²

We appreciate that the "Guide to Reopening Justice of the Peace Courts" identifies the need for a protocol to reset hearings for litigants exhibiting COVID-19 symptoms. We also appreciate that the document defines "vulnerable populations," including those with underlying health conditions that make them more vulnerable to adverse outcomes or death if infected with COVID-19. However, the document fails to mention why the identification of vulnerable populations is important, or the Court's obligation to these vulnerable populations under the Americans with Disabilities Act (ADA). Nor does information about the ADA appear anywhere in the current version of the Louisiana Justice Court Training Manual. Recently, our law clerks contacted a number of Justices of the Peace to request information on the court's safe reopening plan and procedure for accommodating tenants with disabilities under the ADA. The Justices of the Peace we spoke with had limited, if any, understanding of their obligations under the ADA. This is a problem which cries out for further training and education.

Over three hundred Justices of the Peace handle thousands of evictions each month statewide. We expect that when courts open after June 15th, there will be an unprecedented volume of evictions due to skyrocketing COVID-19-related unemployment and documented delays in unemployment payments and other financial assistance to renters. We also have grave concerns about the ability of persons with disabilities to access the courts, specifically those with comorbid conditions proven to make individuals more vulnerable to adverse outcomes or death if infected with COVID-19. These concerns must be addressed prior to the resumption of eviction proceedings. **We call upon your office to provide immediate guidance and training to Justices of the Peace on these issues.**

If Justice of the Peace courts are to reopen during the COVID-19 pandemic, the law demands that it must be done in a way that ensures access to individuals with disabilities. Title II of the ADA provides that "no qualified individual with a disability shall by reason of such disability, be

¹ Attorney General Jeff Landry - Civil Division, available at <http://ladoj.ag.state.la.us/Civil>.

² Louisiana Justice Court Training Manual, Sixth Edition (2018).

excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” 42 U.S.C. § 12132. State and municipal courthouses and courtrooms are not exempt from the ADA. *Tennessee v. Lane*. 541 U.S. 509, 124 S.Ct. 1978 (2004). A court’s failure to ensure that people with disabilities are not excluded from participation in court constitutes illegal discrimination. 28 C.F.R. § 35.130(a). It would also be discriminatory for a court to utilize methods of administration that have the effect of subjecting people with disabilities to discrimination on the basis of their disability. 28 C.F.R. § 35.130(b)(3). Furthermore, failing to make reasonable modifications in policies, practices, or procedures, when the modifications are necessary to avoid discrimination on the basis of disability, is unlawful. 28 C.F.R. § 35.130(b)(7). Justices of the Peace must be trained in their courts’ obligations under the ADA during the COVID-19 crisis.

Collectively, the organizations authoring this letter serve thousands of individuals with disabilities across the state. Nearly 33% of all residents in Louisiana have disabilities,³ with a significant percentage of those individuals being immunocompromised or having underlying comorbidities that could increase the risk of sickness if infected. Since the onset of COVID-19 in Louisiana, signatories to this letter have received requests for legal assistance from many tenants with disabilities expecting to be evicted upon the court’s reopening. Many of these tenants are covered by the CARES Act, a new and complicated federal law that presents an absolute defense to their eviction.^{4,5} Despite having this strong legal defense, many of our clients have expressed reluctance to go to court, fearing that they will become infected with COVID-19. Based on conversations with epidemiologists and other public health experts, we believe these fears are justified.

The reopening of Justice of the Peace courts cannot be predicated on the same logic as the reopening of other public accommodations within the State. Unlike restaurants or movie theatres, one’s attendance in Court is not optional. Individuals who are absent from eviction proceedings will lose their homes through default judgment. Defendants that need to heavily rely on the presence of fact witnesses in eviction proceedings will be unable to present factual support for

³ Centers for Disease Control and Prevention, *Disability & Health U.S. State Profile Data: Louisiana*, <https://www.cdc.gov/ncbddd/disabilityandhealth/impacts/louisiana.html> (last visited May 20, 2020).

⁴ It is difficult to project the exact number of properties covered by the CARES Act, however, for example, estimates suggest that, at the very least, the majority of New Orleanians who rent are covered. Federal databases for Fannie Mae, Freddie Mac, Low Income Housing Tax Credits, HUD Multifamily Loans, HUD Public Housing, and USDA loans suggest that roughly 25,000 units in multifamily buildings in New Orleans alone are covered by CARES Act protections.

⁵ Climaco, Carissa, Meryl Finkel, Bulbul, Kaul, Ken Lam, Chris Roger. 2009. “Updating the Low-Income Housing Tax Credit (LIHTC) Database: Projects Placed in Service Through 2006.” Washington, DC: US Department of Housing and Urban Development, Office of Policy Development and Research.

their contentions. Others may be at risk of contempt for ignoring subpoenas. It is unclear how immunocompromised individuals, and individuals with underlying health conditions that make them more vulnerable to COVID-19 infection and related adverse outcomes, will be able to access the Court.

Requiring the physical presence of medically vulnerable individuals at eviction court is out of step with the current governmental and medical consensus. Governor John Bel Edwards specified in his June 4, 2020 proclamation number 74-JBE-2020 that “All individuals who are at higher risk of severe illness from COVID-19 should stay at home, unless traveling outside for an essential activity.”⁶ The list of examples of essential activities does not include going to court. The proclamation goes on to define individuals who are at higher risk of severe illness in line with Centers for Disease Control and Prevention (“CDC”) designations as “those with conditions such as asthma, chronic lung disease, compromised immune systems . . . diabetes, serious heart disease . . . , chronic kidney disease undergoing dialysis, liver disease, or severe obesity or those who are 65 or older” Parish presidents and mayors across the state have echoed the guidance that medically vulnerable individuals must stay at home to avoid serious health complications and even death. We have also consulted with epidemiologists and physicians who warn of the mortal dangers to individuals who are immunocompromised or have comorbid conditions, should they be required to physically attend court.

Data from the CDC supports our concerns. For example, over twelve percent of Jefferson Parish residents over the age of twenty have diabetes.⁷ Data from the Louisiana Department of Health show that 36.65% of individuals who have died from COVID-19 had diabetes.⁸ Unsurprisingly, these health outcomes are impacted by racial disparities. For example, Black Louisianians are 38% more likely to suffer from diabetes, with its dire implications for COVID-19 infection, than white Louisianians.⁹ Tenants should not be forced to risk serious illness or death in order to avoid ending up homeless due to a default judgment. Any opening plan must include provisions to protect the safety of persons with disabilities and ensure that these individuals are not excluded from participation in their legal defense.

⁶ Gov. John Bel Edwards, *State of Emergency for Covid-19 Phase 1 of Resilient Louisiana*, Proclamation No. 74 JBE 2020 (June 4, 2020), <http://www.stpgov.org/files/COVID/74-JBE-2020-State-of-Emergency-COVID-19-Resilient-Louisiana-Phase-2.pdf>

⁷ Centers for Disease Control and Prevention, *Diabetes Atlas*, <https://gis.cdc.gov/grasp/diabetes/DiabetesAtlas.html> (last visited May 20, 2020).

⁸ Louisiana Department of Health, *Louisiana Coronavirus COVID-19*, <http://ldh.la.gov/Coronavirus/> (last visited May 20, 2020).

⁹ United Health Foundation, *America’s Health Rankings*, <https://www.americashealthrankings.org/explore/annual/measure/Diabetes/population/Diabetes-Black/state/LA> (last visited May 20, 2020) (17.7% of Black Louisianians have diabetes compared with 12.8% of white Louisianians).

Several Justices of the Peace our law clerks spoke to stated that individuals who could not come to court because they were sick, in quarantine, or were ordered by their doctor to stay home due to underlying health conditions, should just send a family member or friend in their stead to defend the eviction. This response exhibits a grave misunderstanding of the law. The defendant in an eviction has a legal right to appear *themselves* to defend the eviction. Inability of people with disabilities to access the courts to defend themselves against eviction raises due process concerns.¹⁰

The best way to keep people safe during the pandemic is to keep courts closed until conditions are safer. In the event that the court chooses not to keep courts closed, we make the following recommendations:

1. Justice of the Peace courts should develop, and make accessible, a comprehensive reasonable accommodation policy for evictions that includes a menu of accommodation options for individuals with disabilities who cannot physically come to court due to disability. These options may include, but are not limited to (a) continuances; (b) remote video proceedings; and (c) other accommodations individually tailored to the litigant's disability-related needs. See *Oxford House, Inc. v. City of Baton Rouge*, 932 F. Supp. 2d 683, 696 (M.D. La. 2013) (finding that a "blanket" reasonable accommodation not tailored to individual needs violated the ADA).
2. Justice of the Peace courts should amend all their Rule for Possession forms served on tenants to include: (a) details of the new requirements for entering court under your office's safe reopening guidelines; (b) information about what alternatives to physically coming to court are available to tenants with disabilities; (c) information about what to do if the tenant cannot participate remotely due to lack of resources or

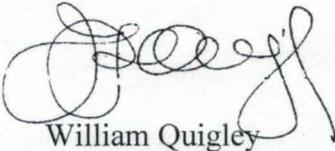
¹⁰ See *Mathews v. Eldridge*, 424 U.S. 319 (1976) (Whether specific procedures satisfies due process requirements requires balancing the following interests: (i) the nature and importance of the interest at stake, (ii) the risk of erroneous deprivation through the procedures employed, (iii) the probable value of additional safeguards, and (iv) the governmental interest and burdens the additional process would entail). Here, the importance of a family's interest in not being displaced from their home is extremely high. The risk of erroneous deprivation is also high where tenants may not be able to access court to raise a defense at a time when the CARES Act provides a complete defense to eviction for a substantial percentage of tenants. The value of additional safeguards is high if they will ensure that people with disabilities can access the court to defend themselves. The value of additional processes to ensure access to the court in preventing erroneous displacement during a pandemic outweighs the cost or burden to the government in providing those safeguards. See also, *Boddie v. Connecticut*, 401 U.S. 371, 379 (1971) ("within the limits of practicability, a State must afford to all individuals a meaningful opportunity to be heard if it is to fulfill the promise of the Due Process Clause") (internal citations omitted).

technology; (d) a specific name and contact information for a designated person whom litigants can contact to request an ADA accommodation; and (e) instructions on how people diagnosed with COVID-19, quarantined because of COVID-19, or who would be barred from the courthouse by having a temperature, can avoid a default judgment.

3. Justice of the Peace courts must ensure that any remote video proceedings that may be offered to tenants with disabilities comply with ADA and due process requirements, including that (a) remote sessions must include video, not just audio, so that credibility determinations may be made based on non-verbal demeanor; (b) provision must be made for the introduction and viewing of documentary evidence by the tenant, and the cross-examination of any witnesses and; (c) the Court must assist in facilitating the process for litigants that do not have access to, or understanding of, requisite technology.

The Attorney General's office, as part of its training mandate, must provide guidance to Justices of the Peace on the components of a safe reopening plan that complies with the Americans with Disabilities Act. This training and guidance is an absolute necessity to ensure that individuals with disabilities can successfully fend off an eviction without having to put their lives at risk. Please contact me at (504) 710-3074 to discuss this matter at your earliest convenience if you have any questions.

Sincerely,



William Quigley
Director of Loyola Law Clinic & Gillis Long Poverty Law Center
Loyola University College of Law

Davida Finger
Loyola University College of Law

Ronald Lospennato, Litigation Director
Disability Rights Louisiana

Laura Tuggle, Executive Director
Southeast Louisiana Legal Services

Cashauna Hill, Executive Director
Louisiana Fair Housing Action Center

Ranie Thompson, Director
CrescentCare Legal Services

Cc:

Hon. Chief Justice Bernette J. Johnson, Louisiana Supreme Court

Sandra A. Vujnovich, Chief Executive Officer, Louisiana Supreme Court Judiciary Commission

Hon. Justice of the Peace Kevin Centanni, President, Louisiana Justices of the Peace and
Constables Association

APPLICATION FOR RULE FOR POSSESSION OF PREMISES

EVICCTIONS DIVISION, FIRST CITY COURT OF NEW ORLEANS, PARISH OF ORLEANS
421 LOYOLA AVE. ROOM 201 NEW ORLEANS, LA 70112
TEL. (504) 407 0400

MUST BE TYPED OR PRINTED

Plaintiff: (Landlord or Property Owner)

Full Name

Street Address

Full Name

City, State, Zip

Phone

Defendant: (Tenant being evicted)

Full Name

Street Address (**Eviction Address**)

New Orleans, LA

Full Name

City, State, Zip

Full Name

Person Filing:

(Choose One) Same as Plaintiff (Skip to next section) Owner Attorney Agent Other

Full Name

City, State, Zip

Street Address

Phone

NEED LEGAL HELP? COURT STAFF CANNOT GIVE LEGAL ADVICE.

Consider calling a lawyer right away. The **New Orleans Bar Association's Lawyer Referral Service** can be reached at **561-8828**. If you qualify, you may be able to get free legal help from **SOUTHEAST LOUISIANA LEGAL SERVICES - call 529-1000**.
Information on evictions can also be found at www.louisianalawhelp.org.

IF YOU NEED TO CONTACT THE COURT

Is there a written lease in effect?

Yes
No

Section 'A'	Judge Monique Morial	504-407-0340
Section 'B'	Judge Nadine Ramsey	504-407-0350
Section 'C'	Judge Veronica Henry	504-407-0360
Section 'D'	Judge Ernestine Trahan	504-407-0431

REASON(S) FOR EVICTION:

For AMERICAN WITH DISABILITIES ACT (ADA) requests, contact TRACI DIAS at 407-0370. An ADA request form can be found at www.orleanscdc.com.

OWNER WANTS POSSESSION DUE TO NON-PAYMENT OF RENT.

MANDATORY (if the information below is not provided, the Rule For Possession may be dismissed).

Rent Amount: \$ _____ per _____. Number of rent period(s) owed: _____.
Total Owed: \$ _____ Date Beginning: _____ Date Ending: _____.
Court Fees Owed: \$ _____.

DEFENDANT VIOLATED LEASE PROVISION(S) OTHER THAN PAYING RENT.

Please provide specific provision and explain (2 copies of lease must be provided and attached):

LEASE HAS EXPIRED AND/OR OWNER WANTS POSSESSION OF THE PREMISES. The defendant in rule herein has been notified to vacate according to law. (May require 10 days or more notice.)

Select if applicable:

Lease attached - Required
Five day notice waived (lease must be current and attached)

Is this a Section 8 property:

Yes
No

Print Name – Person Filing

Date Filed: _____

Signature of Filer

covering it with gloves. If you do not have a face covering and have no way of obtaining one, you will be provided with a mask at court.

SPECIAL INSTRUCTIONS FOR VULNERABLE POPULATIONS AND THOSE WITH SYMPTOMS OF COVID-19

WHAT SHOULD I DO IF I AM EXPERIENCING COVID-19 SYMPTOMS OR AM UNDER QUARANTINE AND HAVE BEEN SUMMONED TO COURT?

Individuals who have experienced any of the following symptoms within the last two weeks should not physically come to court and instead should call the following number (504) 407-0436 to discuss what accommodations can be made:

- feverish or with measured temps equal or greater than 100;
- cough, shortness of breath or difficulty breathing, chills;
- repeated shaking w/ chills;
- muscle pain;
- Headache;
- sore throat;
- loss of taste/smell;
- Diarrhea; and/or
- having known close contact w/ a person who is confirmed to have COVID-19.

In addition, individuals currently under quarantine due to exposure to COVID-19 or who have tested positive for COVID-19 within the last two weeks should not come to court, but rather call the above number to discuss what accommodations can be made.

WHAT SHOULD I DO IF I AM IN A VULNERABLE POPULATION BUT I AM NOT EXPERIENCING COVID-19 SYMPTOMS?

You do not have to risk your life to defend your eviction. If you have any of the following conditions listed below or any other conditions that increase the risk of severe illness or death from COVID-19, you may be entitled to protections under the Americans with Disabilities Act (ADA). Please call court at the number listed above and be prepared to discuss what steps the Court can take to make sure that you have your day in court. You may also choose to fill out the form at the bottom of this notice and send it to the Court. This is a process called "requesting a reasonable accommodation." Reasonable accommodations can also be requested for other types of disabilities not related to COVID-19.

Some examples of accommodations that you may be eligible for include: pushing back your court date by requesting a continuance or having your hearing over video. If the Court refuses your specific request they still have a responsibility to try to find a solution that works for everyone.

Here are some of the health conditions that may qualify you for an accommodation:

- Asthma
- Chronic kidney disease being treated with dialysis
- Chronic lung disease
- Diabetes
- High blood pressure
- Compromised immune system due to immune disorder or due to a condition or treatment that weakens the immune system (ex: chemotherapy for cancer)
- Liver disease
- Serious heart conditions
- Severe obesity
- Age 65 years or older

If you do have one of these conditions you may still choose to come into court in person as long as you do not have any COVID-19 symptoms.

ACCESSIBILITY

The Orleans Parish Second City Court welcomes our patrons with disabilities and wishes to publish our commitment to making programs and services accessible to all persons. Any person wishing to request an accommodation in order to participate in our court proceedings should utilize the ADA Accommodations Request Form, ADA Accommodations Request Form.

Procedures for Non-Employee Users of Court Facilities, Programs, or Activities

1. Patrons conducting business at the Court, requiring accommodations should submit a written request or complete the accommodation request form and send it to the Second City Court Judge's Office, 225 Morgan Street, Room 201, New Orleans, LA 70114. The Judge's Office may also be contacted at (504) 407-0436, or through email, sdorsey@orleanscdc.com.
2. Requests for accommodations must be made as far in advance as possible but no less than five (5) working days from the date upon which it is needed.
3. All accommodation requests shall include a description of the accommodation sought, along with a statement about the impairment that requires such accommodation. The Court or its designee may request additional information about the qualifying impairment if it is deemed necessary.
4. When an accommodation request is received, the Judge's Office will confer with the individual requesting the accommodation and the manager of the area where the accommodation is needed to discuss and evaluate the effectiveness of the accommodation.
5. The Judge's Office will help coordinate provision of the requested accommodation or, with the approval of the Chief Judge, a suitable and effective alternative may be offered in the event that the original accommodation requested is not feasible.
7. The Judge's Office shall contact the requestor to offer the accommodation. A record of the requestor's response is made. If the requestor rejects the accommodation offered, he/she is notified of the right to file a complaint in the manner outlined below.

COMPLAINTS

Individuals with disabilities (non-employees) who believe they have been discriminated against with regard to access to services, programs, or activities at the Orleans Parish Second City Court may file a complaint with the Court's ADA Compliance Coordinator/Complaint Processing Officer at: 421 Loyola Ave. Ste. 321, New Orleans, La. 70112. The telephone number is (504) 407-0370 and email is tdias@orleanscdc.com. Upon receipt of a complaint, the ADA Ombudsman shall review the complaint, notify the Chief Judge and propose a resolution. approved resolution shall then be communicated with the complainant.

IMPORTANT INSTRUCTIONS FOR PARTIES SUMMONED TO COURT

DUE TO THE COVID-19 PANDEMIC, ALL INDIVIDUALS COMING TO COURT WILL BE REQUIRED TO WEAR A MASK OR OTHER FACE COVERING IN LINE WITH guidance from Centers for Disease Control & Prevention. If you can not obtain appropriate face covering, contact my office at 504-736-8714 and arrangements may be made to provide a mask for the hearing.

SPECIAL INSTRUCTIONS:

ANYONE WHO MAY HAVE ACTUAL SYMPTOMS OF COVID-19 OR MAY BE PARTICULARLY VULNERABLE TO COVID-19

This court has taken measures to comply with the Center & Prevention to protect litigants, however if you have a medical condition that may prevent you from physically attending court, please contact court prior to your hearing date and inform this court of your conditions. Alternate means of conducting your hearing may be available to protect your safety and allow court proceedings to go forward.

**PLEASE CONTACT THE COURT PRIOR TO YOUR HEARING.
FAILURE TO CONTACT THE COURT PRIOR TO YOUR COURT
DATE MAY RESULT IN JUDGEMENT**

If you fail to contact the court prior to your scheduled hearing, your trial may go forward as scheduled.

It is the hope of this office to make your court appearance as safe as possible.

5th Justice of Peace Court
1121 Elmwood Parkway Blvd. Ste. 602
Jefferson, LA. 70123
504-736-8714