

▶ THIS DOCUMENT PROVIDED COURTESY OF THE FLORIDA ASSOCIATION OF LEGAL SUPPORT SPECIALISTS, INC. ("FALSS")

▶ PLEASE VISIT [WWW.FALSS.ORG](http://WWW.FALSS.ORG) FOR MORE INFORMATION ON FALSS.



## ADA PARAGRAPHS FOR THE COURTS IN FLORIDA:

*Fla.R.Jud.Admin. 2.540 requires that a notice to persons with disabilities be included in "[a]ll notices of court proceeding to be held in a public facility, and all process compelling appearance at such proceedings."*

The chart lists all of the County Courts in the State of Florida, and is color-coded by Circuit. Following the chart is a listing of the ADA paragraphs found on either the County Court's or the Circuit Court's website.

Every effort was made to locate the appropriate ADA Paragraph for every Circuit and/or County Court; however, if any of the information contained in this document is not current, accurate, or correct, please contact Susan M. Batchelder, at [sbatchel@tampabay.rr.com](mailto:sbatchel@tampabay.rr.com) to identify the correction to be made.

| No. | County    | Circuit | No. | County       | Circuit | No. | County     | Circuit |
|-----|-----------|---------|-----|--------------|---------|-----|------------|---------|
| 1.  | Alachua   | 8       | 24. | Hardee       | 10      | 46. | Okaloosa   | 1       |
| 2.  | Baker     | 8       | 25. | Hendry       | 20      | 47. | Okeechobee | 19      |
| 3.  | Bay       | 14      | 26. | Hernando     | 5       | 48. | Orange     | 9       |
| 4.  | Bradford  | 8       | 27. | Highlands    | 10      | 49. | Osceola    | 9       |
| 5.  | Brevard   | 18      | 28. | Hillsborough | 13      | 50. | Palm Beach | 15      |
| 6.  | Broward   | 17      | 29. | Holmes       | 14      | 51. | Pasco      | 6       |
| 7.  | Calhoun   | 14      | 30. | Indian River | 19      | 52. | Pinellas   | 6       |
| 8.  | Charlotte | 20      | 31. | Jackson      | 14      | 53. | Polk       | 10      |
| 9.  | Citrus    | 5       | 32. | Jefferson    | 2       | 54. | Putnam     | 7       |
| 10. | Clay      | 4       | 33. | LaFayette    | 3       | 55. | St. Johns  | 7       |
| 11. | Collier   | 20      | 34. | Lake         | 5       | 56. | St. Lucie  | 19      |
| 12. | Columbia  | 3       | 35. | Lee          | 20      | 57. | Santa Rosa | 1       |
| 13. | Desoto    | 12      | 36. | Leon         | 2       | 58. | Sarasota   | 12      |
| 14. | Dixie     | 3       | 37. | Levy         | 8       | 59. | Seminole   | 18      |
| 15. | Duval     | 4       | 38. | Liberty      | 2       | 60. | Sumter     | 5       |
| 16. | Escambia  | 1       | 39. | Madison      | 3       | 61. | Suwannee   | 3       |
| 17. | Flagler   | 7       | 40. | Manatee      | 12      | 62. | Taylor     | 3       |
| 18. | Franklin  | 2       | 41. | Marion       | 5       | 63. | Union      | 8       |
| 19. | Gadsden   | 2       | 42. | Martin       | 19      | 64. | Volusia    | 7       |
| 20. | Gilchrist | 8       | 43. | Miami-Dade   | 11      | 65. | Wakulla    | 2       |
| 21. | Glades    | 20      | 44. | Monroe       | 16      | 66. | Walton     | 1       |
| 22. | Gulf      | 14      | 45. | Nassau       | 4       | 67. | Washington | 14      |
| 23. | Hamilton  | 3       |     |              |         |     |            |         |

### Helpful Websites:

Website for all Clerks: [http://www.flclerks.com/Clerk\\_webs.html](http://www.flclerks.com/Clerk_webs.html)

Website for all Circuits: <http://www.flcourts.org/courts/circuit/circuit.shtml>

**FIRST CIRCUIT – ESCAMBIA, OKALOOSA, SANTA ROSA, AND WALTON COUNTIES:**  
[http://www.firstjudicialcircuit.org/Pageview.asp?edit\\_id=312](http://www.firstjudicialcircuit.org/Pageview.asp?edit_id=312)

If you are a person with a disability who needs any accommodation in order to participate in a court proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Shelia Sims, Chief Deputy Court Administrator, Office of Court Administration at (850) 595-4400 at the M.C. Blanchard Judicial Center, 5th Floor, Pensacola, FL 32502 within 2 working days of your receipt of this (describe notice); if you are hearing or voice impaired, call 711.

**SECOND CIRCUIT – FRANKLIN, GADSDEN, JEFFERSON, LEON, LIBERTY, AND WAKULLA COUNTIES:**  
<http://www.leoncountyfl.gov/2ndcircuit/index.php?Page=ADAaccommodations.php>

If you are a person with a disability who needs any accommodation in order to participate in a court proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Office of Court Administration at (850) 577-4401, or at the Leon County Courthouse, Room 225, 301 S. Monroe Street, Tallahassee, FL 32301 within 2 working days of receipt of a notice compelling you to appear at a court proceeding; if you are hearing or voice impaired, call 711.

The ADA Coordinator for the courts in Leon County is Doug Smith. He may be reached at (850) 577-4444 or through the Florida Relay Service, TDD at 1-800-955-8771. The address for the Office of Court Administration is: Leon County Courthouse, 301 S. Monroe Street, Room 225, Tallahassee, FL 32301. In all other counties in the circuit please contact the Clerk of the Circuit Court's office and ask for the ADA Coordinator. The Clerk's number is included on each county page.

**THIRD CIRCUIT – COLUMBIA, DIXIE, HAMILTON, LAFAYETTE, MADISON, SUWANNEE, AND TAYLOR COUNTIES:**  
<http://www.jud3.flcourts.org/AMERICANS%20WITH%20DISABILITIES%20ACT-Webpage.pdf>

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Persons with a disability who need any accommodation to participate should call the ADA Coordinator, Jacquetta Bradley, P.O. Box 1569, Lake City, FL 32056, 386-719-7428, within two (2) working days of your receipt of this notice; if you are hearing impaired call (800) 955-8771; if you are voice impaired call (800) 955-8770.

**FOURTH CIRCUIT – CLAY, DUVAL, AND NASSAU COUNTIES:**  
<http://www.coj.net/Departments/Fourth+Judicial+Circuit+Court/ADA+Notice.htm>

If you are a person with a disability who needs an accommodation in order to access court facilities or participate in a court proceeding, you are entitled, at no cost to you, to the provision of certain assistance. To request such an accommodation, please contact Court Administration at least three business days prior to the required service by using one of the following methods: Phone - (904) 630-2564; Fax - (904) 630-1146; TTD/TTY - (800) 955-8770 (Florida Relay Service). E-Mail – [crtintrap@coj.net](mailto:crtintrap@coj.net).

**FIFTH CIRCUIT – CITRUS, HERNANDO, LAKE, MARION, AND SUMTER COUNTIES:**  
<http://www.circuit5.org/> (Court Administration; ADA)

If you are a person with a disability who needs an accommodation in order to participate in a proceeding, you are entitled, at no cost to you, the provision of certain assistance. Please contact the ADA Coordinator for the Courts within 2 working days of your receipt of your notice to appear in Court at:

|                 |               |                     |
|-----------------|---------------|---------------------|
| Citrus County   | John Sullivan | (352) 341-6700      |
| Hernando County | Peggy Welch   | (352) 754-4402      |
| Lake County     | Laurie Crews  | (352) 253-0900 x100 |
| Marion County   | Tameka Gordon | (352) 401-6701      |
| Sumter County   | Lorna Barker  | (352) 569-6088      |

## **SIXTH CIRCUIT – PASCO AND PINELLAS COUNTIES:**

<http://www.jud6.org/GeneralPublic/ADAAssistance.html>

### **Pasco County:**

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you to the provision of certain assistance. Within two (2) working days of your receipt of this (describe notice/order) please contact the Public Information Dept., Pasco County Government Center, 7530 Little Rd., New Port Richey, FL 34654; (727) 847-8110 (V) in New Port Richey; (352) 521-4274, ext. 8110 (V) in Dade City; via 1-800-955-8771 if you are hearing impaired. The court does not provide transportation and cannot accommodate for this service. Persons with disabilities needing transportation to court should contact their local public transportation providers for information regarding disabled transportation services.

### **Pinellas County:**

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you to the provision of certain assistance. Within two (2) working days or your receipt of this (describe notice/order) please contact the Human Rights Office, 400 S. Ft. Harrison Ave., Ste. 300, Clearwater, FL 33756, (727) 464-4062 (V/TDD). The court does not provide transportation and cannot accommodate for this service. Persons with disabilities needing transportation to court should contact their local public transportation providers for information regarding disabled transportation services.

## **SEVENTH CIRCUIT – FLAGLER, PUTNAM, ST. JOHNS, AND VOLUSIA COUNTIES:**

<http://www.circuit7.org/home%20page/ada.html>

### **All Counties in this Circuit:**

If you are a person with a disability who needs an accommodation in order to access court facilities or participate in a court proceeding, you are entitled, at no cost to you, to the provision of certain assistance. To request such an accommodation, please contact Court Administration in advance of the date the service is needed: Court Administration, 125 E. Orange Ave., Ste. 300, Daytona Beach, FL 32114; (386) 257-6096. Hearing or voice impaired, please call 1 (800) 955-8770.

## **EIGHTH CIRCUIT – ALACHUA, BAKER, BRADFORD, GILCHRIST, LEVY, AND UNION COUNTIES:**

<http://www.circuit8.org/ao/index.html> (Administrative Orders for Eighth Circuit; Section 8 Internal, Administrative Order No. 8.1085)

### **All Counties in this Circuit:**

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Persons with a disability who need any accommodation in order to participate should call Jan Phillips, ADA Coordinator, Alachua County Courthouse, 201 E. University Ave., Gainesville, FL 32601 at (352) 337-6237 within two (2) working days of your receipt of this notice; if you are hearing impaired call (800) 955-8771; if you are voice impaired, call (800) 955-8770.

## **NINTH CIRCUIT - ORANGE AND OSCEOLA:**

<http://www.ninthcircuit.org/programs-services/human-resources/downloads/07-97-32-04%20governing%20americans%20with%20disabilities%20act.pdf>

### **Orange County:**

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Court Administration at 425 N. Orange Avenue, Room 2130, Orlando, Florida 32801, Telephone: (407) 836-2303 within two (2) working days of your receipt of this (describe notice); if you are hearing or voice impaired, call 1-800-955-8771."

**Osceola County:**

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Court Administration at Two Courthouse Square, Suite 6300, Kissimmee, Florida 34741, Telephone: (407) 343-2417 within two (2) working days of your receipt of this (describe notice); If you are hearing or voice impaired, call 1-800-955-8771.

**TENTH CIRCUIT – HARDEE, HIGHLANDS, AND POLK:**

<http://www.jud10.org/AdministrativeOrders/orders/Section1/1-24.1.htm>

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Office of the Court Administrator, (863) 534-4690, within two (2) working days of your receipt of this (describe notice); if you are hearing or voice impaired, call TDD (863) 534-7777 or Florida Relay Service 711.

**ELEVENTH CIRCUIT – DADE:**

[http://www.jud11.flcourts.org/about\\_the\\_court/ada.htm](http://www.jud11.flcourts.org/about_the_court/ada.htm)

If you are a person with a disability who needs any accommodation to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Miami-Dade County Court's ADA Coordinator at Lawson E. Thomas Courthouse Center, 175 N.W. 1st Ave., Suite 2702, Miami, FL 33128, telephone numbers (305) 349-7175 for voice or (305) 349-7174 for TDD and 349-7355 for fax, within two working days of your receipt of this document. If you are hearing or voice impaired, please call 711 for the Florida Relay Service.

**TWELFTH CIRCUIT – DESOTO, MANATEE, AND SARASOTA:**

<http://12circuit.state.fl.us/ADA/tabid/283/Default.aspx>

**Sarasota County:**

If you are a person with a disability who needs any accommodation in order to participate in a court proceeding, you are entitled, at no cost to you, to the provision of certain assistance: Please contact Sarasota County Jury Office, P.O. Box 3079, Sarasota, Florida 34230-3079. Telephone: (941) 861-7400. If you are hearing or voice impaired, please call 711.

**In Manatee County:**

If you are a person with a disability who needs any accommodation in order to participate in a court proceeding, you are entitled, at no cost to you, to the provision of certain assistance: Please contact Manatee County Jury Office, P.O. Box 25400, Bradenton, Florida 34206. Telephone: (941) 741-4062. If you are hearing or voice impaired, please call 711.

**In Desoto County:**

If you are a person with a disability who needs any accommodation in order to participate in a court proceeding, you are entitled, at no cost to you, to the provision of certain assistance: Please contact DeSoto County Jury Office, 115 East Oak Street, Arcadia, Florida 34266. Telephone: (863) 993-4876. If you are hearing or voice impaired, please call 711.

**THIRTEENTH CIRCUIT – HILLSBOROUGH:**

<http://www.fljud13.org/courtAdministrationPage.asp>

If you are a person with a disability who needs an accommodation in order to access court facilities or participate in a court proceeding, you are entitled, at no cost to you, to the provision of certain assistance. To request such an accommodation, please contact Court Administration within 2 working days of the date the service is needed: Complete the [Request for Accommodations Form](#) and submit to 800 E. Twiggs Street, Room 604, Tampa, FL 33602.

**FOURTEENTH CIRCUIT – BAY, CALHOUN, GULF, HOLMES, JACKSON AND WASHINGTON:**

<http://www.jud14.flcourts.org/CourtAdmin/ADAInfo.htm>

**In Bay County:**

Persons with a disability needing special accommodation in order to access court facilities or participate in a court proceeding at any courthouse or court program, should within two (2) days of receipt of notice, contact Court Administration to request such an accommodation. Please contact the following: Court Administration, P.O. Box 1089, Panama City, Florida 32402; Phone: 850-747-5327; Hearing & Voice Impaired: 1-800-955-8771; Email: [ADARquest@jud14.flcourts.org](mailto:ADARquest@jud14.flcourts.org)

**In Calhoun, Gulf, Holmes, Jackson, and Washington Counties:**

Persons with a disability needing special accommodation in order to access court facilities or participate in a court proceeding at any courthouse or court program, should within two (2) days of receipt of notice, contact Court Administration to request such an accommodation. Please contact the following: Court Administration, P.O. Box 826, Marianna, Florida 32447; Phone: 850-718-0026; Hearing & Voice Impaired: 1-800-955-8771; Email: [ADARquest@jud14.flcourts.org](mailto:ADARquest@jud14.flcourts.org)

**FIFTEENTH CIRCUIT – PALM BEACH:**

<http://15thcircuit.co.palm-beach.fl.us/web/guest/courtprograms/ada>

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Krista Garber, ADA Coordinator, in the Administrative Office of the Court, Palm Beach County Courthouse, 205 North Dixie Highway, Room 5.2500, West Palm Beach, Florida 33401; telephone number (561) 355-4380 within two (2) working days of your receipt of this [describe notice]; if you are hearing or voice impaired, call 1-800-955-8770.

**SIXTEENTH CIRCUIT – MONROE:**

[http://www.keysCourts.net/ADA\\_en.html](http://www.keysCourts.net/ADA_en.html)

In accordance with the Americans with Disabilities Act, if you are a person with a disability who needs any accommodation in order to participate in court proceedings you are entitled, at no cost to you, to the provision of certain assistance. Not later than five working days prior to the proceeding, please contact the Court Administrator's office, at the Freeman Justice Center, 302 Fleming St. 2nd Floor, Key West, FL 33040. Telephone: 305-292-3423 or via the Florida Relay Center. To make calls through the Florida Relay Center, you may dial 7-1-1 or use the following toll free access numbers: 1-800-955-8771 (TTY); 1-877-955-8260 (VCO); 1-800-955-8770 (Voice); 1-800-955-1339 (ASCII); 1-877-955-5334 (STS); 1-877-955-8707 (French Creole – available from 8 a.m. – 2 a.m. daily)

**SEVENTEENTH CIRCUIT – BROWARD:**

[http://www.17th.flcourts.org/americans\\_with\\_disabilities\\_ac.html](http://www.17th.flcourts.org/americans_with_disabilities_ac.html)

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator in the Office of the Court Administrator; Cheryl Anderson, Broward County Courthouse, 201 SE 6<sup>th</sup> Street, Room 880, Fort Lauderdale, FL 33301; (954) 831-7721; within 2 working days of receipt of this (describe notice); if you are hearing or voice impaired, call 711.

**EIGHTEENTH CIRCUIT – BREVARD AND SEMINOLE:**

<http://www.flcourts18.org/ada.html>

**In Brevard County:**

If you are a person with a disability who needs any accommodation in order to participate in a court proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Court Administration at **(321) 633.2171x2**. If you are hearing or voice impaired, call **(800) 955.8771**; **Or write to:** Court Administration, Moore Justice Center, 2825 Judge Fran Jamieson Way, Viera, Florida 32940

**In Seminole County:**

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact ADA Coordinator, Diana Stewart, at the Seminole County Courthouse, 301 North Park Avenue, Suite N301, Sanford, Florida 32771, telephone no. 407-665-4227 within two (2) working days of your receipt of this notice, if you are hearing or voice impaired, call 1-800-955-8771.

**NINETEENTH CIRCUIT – INDIAN RIVER, MARTIN, OKEECHOBEE AND ST. LUCIE:**

<http://www.circuit19.org/cadmin/ada.html>

It is the intent of the 19th Judicial Circuit to provide reasonable accommodations when requested by qualified persons with disabilities. If you are a person with a disability who needs an accommodation to participate in a court proceeding or access to a court facility, you are entitled, at no cost to you, to the provision of certain assistance. Please contact: Court Administration, 250 NW Country Club Drive, Suite 217, Port Saint Lucie, FL 34986; (772) 807-4370; 1-800-955-8771, if you are hearing or voice impaired.

**TWENTIETH CIRCUIT – CHARLOTTE, COLLIER, GLADES, HENDRY AND LEE:**

[http://www.ca.cjis20.org/web/main/ao\\_admin\\_judicial.asp](http://www.ca.cjis20.org/web/main/ao_admin_judicial.asp) (Admin Order 2.15)

**Charlotte County:**

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Administrative Services Manager, whose office is located at 350 E. Marion Avenue, Punta Gorda, Florida 33950, and whose telephone number is (941) 637-2281, within two working days of your receipt of this [describe notice]; if you are hearing or voice impaired, call 711.

**Collier County:**

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Administrative Services Manager, whose office is located at 3301 East Tamiami Trail, Building L, Naples, Florida 34112, and whose telephone number is (239) 252-8800, within two working days of your receipt of this [describe notice]; if you are hearing or voice impaired, call 711.

**Glades County:**

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Sheila Mann, Court Operations Manager, whose office is located at the Lee County Justice Center, 1700 Monroe Street, Fort Myers, Florida 33901, and whose telephone number is (239) 533-1700, within two working days of your receipt of this [describe notice]; if you are hearing or voice impaired, call 711.

**Hendry County:**

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Sheila Mann, Court Operations Manager, whose office is located at the Lee County Justice Center, 1700 Monroe Street, Fort Myers, Florida 33901, and whose telephone number is (239) 533-1700, within two working days of your receipt of this [describe notice]; if you are hearing or voice impaired, call 711.

**Lee County:**

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Ken Kellum, Court Operations Manager, whose office is located at Lee County Justice Center, 1700 Monroe Street, Fort Myers, Florida 33901, and whose telephone number is (239) 533-1700, within two working days of your receipt of this [describe notice]; if you are hearing or voice impaired, call 711.