

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 2.207-7/22\*

IN RE: REQUESTS FOR ACCOMMODATIONS UNDER  
THE AMERICANS WITH DISABILITIES ACT

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The Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. ' 12101 et seq., requires reasonable accommodations be provided to qualified persons with disabilities so they might participate fully in court programs, services, activities, and benefits. Florida Rule of Judicial Administration 2.540 requires specific ADA language be included in all notices of court proceedings.

**NOW THEREFORE**, in accordance with the authority vested in the chief judge by Rule 2.215 (b) (2), Florida Rules of Judicial Administration it is **ORDERED** as follows:

1. All summonses and communications noticing court proceedings, proceedings before general masters, and mediation proceedings shall include the following language which shall, be in bold face, 14-point Times New Roman or Courier font:

“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 **William Hutchings, Jr.**, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway, West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”

2. The required language must also be provided in Spanish and Creole.
3. Spanish and Creole translations of the above notice are attached.

**DONE** and **SIGNED** in Chambers, at West Palm Beach, Palm Beach County, Florida, this 21<sup>st</sup> day of July, 2022.

 THE  
15<sup>TH</sup> JUDICIAL CIRCUIT  
OF FLORIDA  
ADMINISTRATIVE OFFICE OF THE COURT

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Glenn D. Kelley, Chief Judge

\*supersedes admin. order 2.207-6/22

This notice is provided pursuant to Administrative Order No. 2.207-6/22

**“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 William Hutchings, Jr., Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”**

**“Si usted es una persona minusválida que necesita algún acomodamiento para poder participar en este procedimiento, usted tiene derecho, sin tener gastos propios, a que se le provea cierta ayuda. Tenga la amabilidad de ponerse en contacto con William Hutchings, Jr., 205 N. Dixie Highway, West Palm Beach, Florida 33401; teléfono número (561) 355-4380, por lo menos 7 días antes de la cita fijada para su comparecencia en los tribunales, o inmediatamente después de recibir esta notificación si el tiempo antes de la comparecencia que se ha programado es menos de 7 días; si usted tiene discapacitación del oído o de la voz, llame al 711.”**

**“Si ou se yon moun ki enfim ki bezwen akomodasyon pou w ka patisipe nan pwosedi sa, ou kalifye san ou pa gen okenn lajan pou w peye, gen pwovizyon pou jwen kèk èd. Tanpri kontakte William Hutchings, Jr., kòdonatè pwogram Lwa pou ameriken ki Enfim yo nan Tribinal Konte Palm Beach la ki nan 205 North Dixie Highway, West Palm Beach, Florida 33401; telefòn li se (561) 355-4380 nan 7 jou anvan dat ou gen randevou pou parèt nan tribinal la, oubyen imedyatman apre ou fin resevwa konvokasyon an si lè ou gen pou w parèt nan tribinal la mwens ke 7 jou; si ou gen pwoblèm pou w tandè oubyen pale, rele 711.”**