

SECOND JUDICIAL DISTRICT COURT
STATE OF NEVADA
WASHOE COUNTY



Americans with Disabilities Act
Grievance Policy

1. Anyone wishing to file a complaint involving discrimination on the basis of a disability may do so in writing within 180 days of the alleged discrimination.
2. Complaints should include:
 - The name, address and phone number of the person who experienced the discriminatory action.
 - The date, time, and place of the alleged act of discrimination.
 - A detailed description of the incident including persons involved.
3. Complaints should be submitted to the ADA Coordinator:
Emily Reed, Assistant Court Administrator
Second Judicial District Court
Physical Address: 1 S. Sierra Street, Reno, Nevada 89501
Mailing Address: 75 Court Street, Reno, Nevada 89501
Email: ADARRequests@washoecourts.us
Phone: 775-325-6625
4. Upon receipt of a complaint, the ADA Coordinator or designee will investigate the complaint. Additional information may be requested. If additional information is requested, the complainant has 30 days from the date of the request to send the information. If the additional information is not received within 30 days from the date of the request, the Court may administratively close the complaint.
5. Within 60 days of receiving the complaint, a written response will be provided by the ADA Coordinator.
6. If the complainant is unsatisfied with the written response, the complainant has 21 calendar days to appeal to the Court Administrator. The Court Administrator shall issue a decision within 60 days of the notice of intent to appeal.

APPROVED: January 25, 2023