

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF CALIFORNIA**

In the matter of)	
)	
SERVICES TO PERSONS WITH)	GENERAL ORDER NO. 442-A
COMMUNICATIONS DISABILITIES)	
)	
_____)	

Good cause appearing, IT IS ORDERED that this court will provide reasonable accommodations to persons with communications disabilities. The court will provide sign language interpreters or assistive listening devices to participants¹ in federal court proceedings² who are deaf, hearing impaired or have other communications disabilities.

Participants may utilize the hearing impaired equipment installed in the courtrooms or may request, through the Access Coordinator, the assistance of a sign language interpreter or other equipment to facilitate communications. When requesting a sign language interpreter or other equipment to facilitate communication not otherwise installed in the courtroom, a written notice must be given to the Access Coordinator at least ten days prior to the court proceeding to allow for the procurement of such services or equipment. Such notice must be communicated to the Access Coordinator by completing the form available from the Clerk's Office, or from any courtroom deputy. This form must be submitted to the Clerk's Office, Attn: Access Coordinator. The request form may also be faxed to the Access Coordinator at the number on the form. In the event the services are no longer needed, notice of cancellation must be given to the Access Coordinator as soon as such information is known to the participant. If the requestor of the services is responsible for the cancellation or postponement of the court event, the requestor must notify the access coordinator in time to cancel the service, or the requestor will be responsible for the payment of the services for the court event that was canceled or postponed in the absence of good cause shown for the late cancellation.³ In the event specific equipment is requested, alternative equipment or services must be identified by the requestor in case the primary equipment or services requested are unavailable, not compatible with the courtroom or too expensive.

DATED: September 10, 1997
FILED: September 10, 1997

¹Participants in court proceedings include parties, jurors (if legally qualified), attorneys, and witnesses.

²Court proceedings include trials, hearings, ceremonies, and other public programs or activities conducted by the U. S. District Court for the Southern District of California.

³Twenty-four business hours is considered sufficient time for cancellation. Business hours are Monday through Friday, 8:30 am to 4:30 pm, excluding government holidays.

**REQUEST FOR SERVICES OR EQUIPMENT
IN FEDERAL COURT PROCEEDINGS
FOR PARTICIPANTS WITH COMMUNICATIONS DISABILITIES**

Name of participant with communications disabilities:	
Type of participant (juror, witness, attorney):	
Name and phone number of requestor:	
Courtroom where interpreter services are required:	
Case number:	
Date(s) services are required:	
Type of court proceeding or activity for which services or equipment is requested:	
Type of service or equipment requested; alternate service or equipment:	

When requesting interpreter services, please submit this form to either:

(by mail)

*Clerk's Office, Attn: Access Coordinator
880 Front Street, Suite 4290, San Diego, CA 92101*

OR

(via fax)

*Access Coordinator
(619) 702-9998*