

Stone County Circuit Court Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the **Stone County Circuit Court**. The State of Missouri’s Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Mechelee Lebow
ADA Coordinator and Stone County Circuit Clerk
Stone County Circuit Court, PO Box 18, Galena, Mo 65656**

Within 15 calendar days after receipt of the complaint, **Mechelee Lebow or her designee** will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, **Mechelee Lebow or her designee** will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the **Stone County Circuit Court** and offer options for substantive resolution of the complaint.

If the response by **Mechelee Lebow or her designee** does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the **Presiding Judge of the 39th Circuit David Cole or his designee**.

**Presiding Judge David Cole
PO Box 18, Galena, Mo 65656**

Within 15 calendar days after receipt of the appeal, the **Presiding Judge of the 39th Circuit David Cole or his designee** will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the **Presiding Judge of the 39th Circuit David Cole or his designee** will respond in writing, and where appropriate, in a format accessible to the complainant, with final resolution of the complaint.

All written complaints received by **Mechelee Lebow or her designee**, appeals to the **Presiding Judge of the 39th Circuit David Cole or his designee**, and responses from these two offices will be retained by the **Stone County Circuit Clerk** for at least three years.