

# **The New Hampshire Judicial Branch 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 New Hampshire Judicial Branch. The New Hampshire Judicial Branch's Anti-Discrimination 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:

**Mary Ann Dempsey**  
**ADA Coordinator**  
**NH Judicial Branch Administrative Offices**  
**1 Granite Place, Suite N400**  
**Concord, NH 03301**  
**(603) 271-9904**  
[mdempsey@courts.state.nh.us](mailto:mdempsey@courts.state.nh.us)

Within 15 calendar days after receipt of the complaint, general counsel will respond to the complaint setting forth the position of the New Hampshire Judicial Branch and offer options for substantive resolution of the complaint. All written complaints will be retained by the New Hampshire Judicial Branch for at least three years.