Reasonable Adjustments - Request Form

ACT Courts and Tribunal

What is this form for?

You can use this form to request a reasonable adjustment to support your participation in a Court or Tribunal Matter.

What do you need to complete this form?

To complete this form, **you must have the following information** about the person or people who are requesting an adjustment:

- Full name/s
- Contact details – phone and/or email
- Why the person needs to come to Court or Tribunal (for example - is the person a witness, defendant, respondent, support person)

If you have the following information, please include it with your request:

- The full name of the other person/s involved in the matter
- The matter number the person is attending Court or Tribunal for
- Which jurisdiction the support is required in (for example – Children's Court, Magistrate's Court, Supreme Court)
- The date and time the matter is scheduled to be heard.

Before making your request

There are some important things you should know before requesting a reasonable adjustment. You can watch a short video from the following link to learn more:

Requesting a reasonable adjustment

Submitting your request

To request a reasonable adjustment, you need to answer the following questions and then:



Save the form and **email** it

OR



Print the form and **mail** it

OR



Print the form and bring it to the ACT Courts or Civil and Administrative Tribunal (ACAT) building.

The relevant email, mailing and street addresses are provided at the end of the form.

If known – What is the matter number for the matter the person is attending?

Matter number:

☐ I don't know

If known – What date and time is the matter scheduled for?

Date:

Time of day:

☐ I don't know

If known – What jurisdiction of Court or Tribunal will the person be attending?

- ☐ Children's Court
- ☐ Magistrate's Court
- ☐ Supreme Court
- ☐ Court of Appeal
- ☐ ACAT
- ☐ I don't know

Please provide the following details for the person who requires the reasonable adjustment:

First name:

Last name:

Email address:

Phone number:

What is the reason the person is attending Court or Tribunal?

They are:

- ☐ A witness
- ☐ A defendant
- ☐ An applicant
- ☐ A respondent
- ☐ A support person
- ☐ I don't know
- ☐ Other:

Which of the following reasonable adjustments are required:

Vision and hearing support

- [ ] Hearing assistance – i.e., a hearing loop or headset lanyard
- [ ] Copies of transcripts for screen readers
- [ ] Oaths and affirmations provided in braille or large print
- [ ] Large print copies of key documents where practicable
- [ ] Magnifiers to assist with reading

Communication support

- [ ] Communication chart or cards
- [ ] Additional time or breaks to process information
- [ ] Versions of some documents that are simpler and easier to read

Environmental adjustments

- [ ] Lighting adjustments – i.e., dimming the lights
- [ ] Seating adjustments – i.e., providing a different type of chair or cushions
- [ ] Temperature controls where possible – i.e., providing a fan
- [ ] Minimising stimulus or distractions where possible – i.e., a quiet waiting room

Support and advice

- [ ] Making security aware of any requirements for security screening
- [ ] Accompanying the person through the security screening process
- [ ] Advice about bringing an assistance animal
- [ ] Making relevant Court and Tribunal staff (i.e., counter staff, associates, Judicial Officer) aware of requirements

Mobility supports

- [ ] A wheelchair for use while in the Court or Tribunal building
- [ ] Walking aids (such as a walking stick or wheelie walker) for use within Court or Tribunal
- [ ] Assistance with navigation via accessible pathways

Sensory supports

- [ ] Where available, a visit from a therapy dog
- [ ] A quiet and/or sensory friendly room
- [ ] Ear plugs to manage sensory load
- [ ] Sensory regulation (stimming and grounding) resources

Other support service:

Is there any additional information you wish to provide about the required adjustment?

Disability

It is not required to disclose a disability to access reasonable adjustments.

However, disclosing a disability and/or providing supporting information may make it easier to implement your reasonable adjustment.

Does the person requiring the reasonable adjustment have a disability?

☐ Yes ☐ No

If yes – what is the disability? If there is more than one disability, please include here:

Supporting information

Do you wish to provide documentation or further information to support your request?

☐ Yes ☐ No

If yes – Please include the documentation and/or supporting information with your request. This can be submitted electronically via email, mailed, or brought to Court or Tribunal.

Please describe the documentation and/or supporting information that will be submitted with this request:

Will anyone from a support organisation be attending?

- [ ] Domestic Violence Crisis Services
- [ ] Advocacy service
- [ ] Victim Support
- [ ] Support worker
- [ ] Legal service
- [ ] Other:
- [ ] Intermediary

Will there be a support person attending?

- [ ] Yes
- [ ] No

If yes - please provide their name/s:

Will there be an assistance animal attending?

- [ ] Yes
- [ ] No

If yes - what type of animal will be attending:

Consent to disclose

Please note: By submitting a request for a reasonable adjustment, you consent to that information being shared with the relevant people at Court or Tribunal.

This information will only be shared for the purpose of arranging your reasonable adjustment.

This may include but is not limited to disclosing the information to the following Court or Tribunal Officers:

- Judge, Magistrate or Tribunal Member
- Registrar and Deputy Registrar
- Conferencing Officers
- Associates.

Submitting your request

To submit your request, please make sure you have saved your responses, and then:

- **Email** the form to either:
  Courts: disability@Courts.act.gov.au
  ACAT: acatassistance@act.gov.au
- **Print** the form and mail it to:
  GPO Box 370, Canberra ACT 2601
- **Print** the form and bring it to either the ACT Courts or ACAT building:
  Courts: *4-6 Knowles Place, Canberra City*
  ACAT: Allara House, 15 Constitution Avenue, Canberra City