

**IN THE CIRCUIT COURT OF THE TWELFTH JUDICIAL CIRCUIT  
IN AND FOR SARASOTA, MANATEE AND DESOTO COUNTIES, FLORIDA**

**Administrative Order No. 2003-09.1**

**(This Order rescinds and supersedes Administrative Order 95-01-1)**

**IN RE: AMERICANS WITH DISABILITIES ACT OF 1990  
NOTICE TO PERSONS WITH DISABILITIES**

**WHEREAS**, the Americans with Disabilities Act of 1990 (ADA) requires that reasonable accommodations be provided on request to qualified persons with disabilities in order that they might fully participate in court programs, services, activities, and benefits; and

**WHEREAS**, it is the intent of the Twelfth Judicial Circuit to facilitate provision of reasonable accommodations when requested by qualified persons with disabilities;

**THEREFORE**, in accordance with the ADA and Florida Rule of Judicial Administration 2.065, it is

**ORDERED AND ADJUDGED** that all notices of court proceedings to be held in a public facility and all process compelling appearance at such proceedings (*e.g.*, subpoenas for trial, jury summonses, notices of hearing, notices for depositions, etc.) shall contain the following language:

**IN SARASOTA COUNTY**

"If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Sarasota County Jury Office, P.O. Box 3079, Sarasota, Florida 34230-3079, (941) 861-7400, within two (2) working days of your receipt of this [describe notice]; if you are hearing or voice impaired, call 711."

**IN MANATEE COUNTY**

"If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Manatee County Jury Office, P.O. Box 25400, Bradenton, Florida 34206, (941) 741-4062, within two (2) working days of your receipt of this [describe notice]; if you are hearing or voice impaired, call 711."

**IN DESOTO COUNTY**

“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact DeSoto County Jury Office, 115 East Oak Street Arcadia, Florida 34266, (863) 993-4876, within two (2) working days of your receipt of this [describe notice]; if you are hearing or voice impaired, call 711.”

The Jury Office of the Clerk of Courts in each county has been designated as the initial contact for ADA-related matters and shall screen calls, handle the request if it pertains to a function of the Clerk’s office, or obtain pertinent information in order to forward the request to the appropriate office.

The Clerks of the Courts for Sarasota, Manatee and DeSoto Counties may refuse to issue any document prepared by counsel that does not contain the appropriate language required under the provisions of this Administrative Order.

**DONE AND ORDERED** in Chambers in Sarasota County, Florida, on this 2<sup>nd</sup> day of June, 2003.

*Original Signed and filed with Clerk of Court*  
**Robert B. Bennett, Jr., Chief Judge**  
**Twelfth Judicial Circuit**

**Original:** Clerk of Court – Sarasota County  
**Copies to:** Clerk of Court – Manatee and DeSoto Counties  
Court Administrator, Twelfth Judicial Circuit