



**NEW MEXICO JUDICIAL BRANCH
SIXTH JUDICIAL DISTRICT COURT AND
MAGISTRATE COURT DIVISION**

**Americans with Disabilities Act
Grievance Procedure**

The ADA grievance procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in court proceedings, the provision of services, or programs and activities of the New Mexico Courts. To file a grievance, complete the Complaint Form (a separate form is available). Alternative means of filing a grievance will be made available upon request for an ADA accommodation or an accommodation for limited English proficiency pursuant to Title VI of the Civil Rights Act of 1964. The grievance should be submitted by the requestor and/or his/her designee as soon as possible but not later than thirty (30) calendar days after the alleged discrimination occurred to:

Angelic Muñoz
Court Executive Officer 2 & ADA Coordinator
Sixth Judicial District Court and Magistrate Court Division
Mailing Address: P. O. Box 2339, Silver City, NM 88062
Physical Address: Grant County Courthouse, 201 N. Cooper St., 1st Floor, Silver City, NM 88061
1+ (575) 538-3250 extension 6

Within fifteen (15) calendar days after the receipt of the grievance, the Court Executive Officer 2/ADA Coordinator will meet with the requestor to discuss the alleged discrimination and possible resolution.

Within thirty (30) calendar days after this meeting, the Court Executive Officer 2/ADA Coordinator will respond in writing and, where appropriate, in a format accessible to the requester, such as large print, Braille, audio or accessible video tape. The response will explain the position of the New Mexico Courts and offer options for substantive resolution of the grievance.

In the event the grievance cannot be resolved by the Court Executive Officer 2/ADA Coordinator, further appeal may be made to the Statewide ADA Title II Coordinator. The requestor shall submit their appeal to the Statewide ADA Title II Coordinator within fifteen (15) calendar days of receiving the written decision from the Court Executive Officer 2/ADA Coordinator.

Peggy Cadwell
Statewide ADA Title II Coordinator
New Mexico Administrative Office of the Courts
ADA@nmcourts.gov
(505) 414-5313

Upon receipt of the appeal, the Statewide ADA Title II Coordinator will review the alleged discrimination as well as the proposed resolution and within thirty (30) calendar days, provide the requestor with a written decision. All grievances received by the Statewide ADA Coordinator and the corresponding responses to the grievances shall be maintained by the Administrative Office of the Courts for a minimum period of three years.

Applicable federal statutes and regulations: Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination by federally funded organizations on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794) and 28 C.F.R. Part 42, Subpart G; Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132) and 28 C.F.R. Part 35.