

IN THE CIRCUIT COURT OF THE  
EIGHTEENTH JUDICIAL CIRCUIT  
OF FLORIDA

ADMINISTRATIVE ORDER NO.:  
26-27  
SUPERSEDES 10-18

**IN RE: AMERICANS WITH DISABILITIES ACT – REQUESTS FOR ACCOMMODATIONS BY  
PERSONS WITH DISABILITIES**

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**WHEREAS**, Title II of the Americans with Disabilities Act of 1990 (ADA) requires that reasonable accommodations be provided to requesting qualified persons with disabilities so that they may participate fully in court programs, services, and activities;

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

**WHEREAS**, the Florida Supreme Court issued SC2025-0725 in which it adopted amendments to Florida Rule of Criminal Procedure 2.540 regarding the ADA language required in notices of court proceedings, *In re Amendments to Florida Rules of General Practice and Judicial Administration 2.530 and 2.540*, 51 Fla. L. Weekly S115 (Fla. May 14, 2026); and

**WHEREAS**, the amendments to Rule 2.540, effective July 1, 2026, clarify “notices of court proceedings” and update the notice language requirements;

**IT IS ORDERED:**

- I. All notices of court proceedings, whether an order issued by a judge or a notice filed by an attorney or party, and all process compelling appearance, including but not limited to a summons, at court proceedings must include the following statement in bold face, 14-point Bookman Old Style or Arial font:

**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 [ADA Coordinator, applicable address, and applicable telephone number] at least 7 days before your scheduled court appearance, or immediately on receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.**

- II. Procedures for obtaining an accommodation and for filing a grievance are posted in each court facility and also on the Eighteenth Judicial Circuit’s website ([www.flcourts18.org](http://www.flcourts18.org)).
- III. A written response will be provided whenever a request for an accommodation is denied, granted only in part, or if an alternative accommodation is granted.

IV. This Administrative Order shall take effect on July 1, 2026, the effective date for the amendments to Rule 2.540, and remain in effect until modified or rescinded.

**DONE AND ORDERED** this 30<sup>th</sup> day of June, 2026.



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MELANIE CHASE  
CHIEF JUDGE

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