

ADMINISTRATIVE ORDER
NO. 2026-06-02

IN THE CIRCUIT COURT OF THE
NINTH JUDICIAL CIRCUIT, IN AND
FOR ORANGE AND OSCEOLA
COUNTIES, FLORIDA

AMENDED ADMINISTRATIVE ORDER RE:
AMERICANS WITH DISABILITIES ACT OF 1990,
ORANGE & OSCEOLA COUNTIES

The Americans With Disabilities Act of 1990 (ADA) requires that reasonable accommodations be provided to requesting qualified persons with disabilities in order that they might participate fully in court programs, services, activities, and benefits. It is the intent of the Ninth Judicial Circuit to facilitate provision of reasonable accommodation when requested by qualified persons with disabilities. Pursuant to Florida Rule of General Practice and Judicial Administration 2.540 as mandated in In re: Amendments to Florida Rules of General Practice and Judicial Administration 2.530 and 2.540, No. SC2025-0725, the notice provision for persons with disabilities was amended.

By the power vested in the chief judge under Article V, section 2(d) of the Florida Constitution, section 43.26, Florida Statutes, and rule 2.215 of the Florida Rules of General Practice and Judicial Administration, effective **immediately**, unless otherwise provided herein, to continue until further order and superseding any provisions in prior Administrative Orders which may be inconsistent, it is **ORDERED**:

1. On all notices of court proceedings to be held in a public facility, and on all process compelling appearance at such proceedings, including, but not limited to, subpoenas for trial, jury summonses, notices of hearings, notices for depositions held in this Court's facilities, and all other court related proceedings, a provision shall be provided for those persons with disabilities who need special accommodations to participate in proceedings, and such provision shall instruct those persons to contact Court Administration at least seven (7) working days before the scheduled court appearance, or immediately on receipt of the notice to ensure that reasonable accommodations can be arranged. **The provision on the notices of court proceedings shall include the following substantive language, and shall be printed in boldface, 14-point Bookman Old Style or Arial font:**

For court proceedings held in Orange 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 the ADA Coordinator, Human Resources, Orange County Courthouse, 425 N. Orange Avenue, Suite 510, Orlando, Florida, (407) 836-2303, 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.

For court proceedings held in Osceola 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 the ADA Coordinator, Court Administration, Osceola County Courthouse, 2 Courthouse Square, Suite 6300, Kissimmee, Florida 34741, (407) 742-2417, 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.

2. Attorneys, litigants, and parties shall include the above stated language of the notice to persons with disabilities on all notices of court proceedings to be held in a public facility, and all process compelling appearance at such proceedings.

3. Judges, clerks of court, and other court personnel shall include the above stated language of the notice to persons with disabilities on all notices of court proceedings to be held in a public facility, and all process compelling appearance at such proceedings which are prepared or printed upon demand.

4. The Trail Court Administrator shall post the following information on the Ninth Judicial Circuit Court's website and at each courthouse location: (a) the procedures for requesting accommodations from the court or court administration program; and (b) the grievance procedures that allow for the resolution of complaints.

5. **Accommodations.** In accordance with Title II of the Americans with Disabilities Act, the Circuit will make reasonable modifications to its policies, practices, and procedures; furnish auxiliary aids and services; and provide program accessibility through accessible facilities, the relocation of services or programs, or the provision of services at alternative sites, as appropriate and necessary.

**a. ADA ACCOMMODATIONS PROVIDED BY FLORIDA COURTS –
FORM BASED REQUESTS.**

Accommodations that the courts grant administratively may be requested using the form available on the Ninth Judicial Court website. These are accommodations that can be approved without involving the presiding judge.

**b. AIDS AND SERVICES THE COURTS CANNOT ADMINISTRATIVELY
GRANT AS ADA ACCOMMODATIONS - MOTION BASED REQUESTS.**

The courts cannot administratively grant, as an ADA accommodation, any request that affects court procedures within a specific case. Such requests must instead be made by motion filed with the presiding judge assigned to the case.

c. FUNDAMENTAL ALTERATION AND UNDUE BURDEN.

i. Fundamental Alteration - In rare cases, a certain accommodation will so drastically change the service, program, or activity that the public entity may not be required to make the accommodation.

ii. Undue Burden - The ADA does not require the court to make any accommodations that place an undue financial or administrative burden on the courts. An undue burden is defined as “significant difficulty or expense” and is evaluated on a case-by-case basis. When a particular communication aid or service would cause an undue burden, the court will provide another communication aid or service that is effective but is less difficult or costly, if one is available.

iii. Chief Judge Designee. The Ninth Judicial Circuit Trial Court Administrator is named as the Chief Judge designee for purposes of a determination of fundamental alteration or undue burden upon receipt of an accommodation request related to services, programs, or activities provided by Court Administration or related to financial or other

administrative matters of the Ninth Judicial Circuit. When necessary, either the chief judge, or designee, will make a formal conclusion in writing that the accommodation would fundamentally change the nature of the service, program, or activity or present an undue financial or administrative burden on the court.

6. Administrative Order No. 2026-06-01 is vacated and set aside and has been incorporated and/or amended herein. Vacating an Administrative Order that vacates a prior Order does not revive the prior Order.

DONE AND ORDERED at Orlando, Florida, this 15th day of October, 2026.

/s/
Lisa T. Munyon
Chief Judge

Copies provided to:

Clerk of Court, Orange County
Clerk of Court, Osceola County
General E-Mail Distribution List

[Posted to the Ninth Judicial Circuit Court's website](#)