



Superior Court of Arizona

Pinal County

Court Human Resources

Reasonable Accommodation Request Form

Employee Name: _____ Title: _____ Dept: _____

A. Questions to clarify accommodation requested

What specific accommodation are you requesting?

If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore?

Yes No

If yes, please explain.

Is your accommodation request time sensitive? Yes No

If yes, please explain.

B. Questions to document the reason for accommodation request

What, if any, job function are you having difficulty performing?

What, if any, employment benefit are you having difficulty accessing?

What limitation is interfering with your ability to perform your job or access an employment benefit?

Have you had any accommodations in the past for this same limitation? Yes No

If yes, what were they and how effective were they?

If you are requesting a specific accommodation, how will that accommodation assist you?

C. Other

Please provide any additional information that might be useful in processing your accommodation request:

Signature

Date

Please return this form to:

**Superior Court in Pinal County – Court Human Resources
P.O. Box 1748, Florence, Arizona 85132
PinalSCHR@courts.az.gov / HIPPA Fax: 520.866.5471**

If returning in person: Court HR is located on the 3rd Floor of the Superior Court Building, west of the hearing rooms.