



**Check or Circle All That Apply and Supply Corresponding Information Where Appropriate**

Complaint  Amended Complaint  Demand Letter

\* If a Complaint, is this a follow-up to a Demand Letter? **YES** **NO**

\* If a Demand Letter, attach a copy to this form when submitting to CCDA.

Date of Alleged Violation(s): \_\_\_\_\_ Date of Demand Letter/Complaint: \_\_\_\_\_

**Filed In / As (check all that apply; enter "n/a" if not applicable):**

Federal Court

Name of Court: \_\_\_\_\_

State Court

Name of Court: \_\_\_\_\_

ADA Violation

Unruh Violation

Plaintiff Damages

Case Number: \_\_\_\_\_

Seeks: Injunctive Relief

Judge Hearing Case: \_\_\_\_\_

\* If seeking damages, amount: \$ \_\_\_\_\_

Name of Plaintiff's Attorney and Law Firm, Primary Business Address, Contact Information, and State Bar number:

Name of Plaintiff, Primary Residence Address:

Name of Defendant, Address of Property Where Alleged Violation Occurred, and Contact:

Were the alleged violations personally encountered by the plaintiff? **YES** **NO**

Describe specific alleged violations personally encountered:

Please select from the following list which violations type(s) best describes the alleged violations herein (you may choose more than one):

**Toilet rooms/Bathrooms**

- 1 Entry doors are not accessible or not on an accessible route.
- 2 Clear Floor Space. Non-accessible fixtures and controls or insufficient turn around space.
- 3 Doors [Toilet stalls]. Non-accessible doors to toilet stalls.

- 4 Door Space is not compliant.
- 5 Lavatories and Mirrors are not accessible.
- 6 The location/height of toilets, urinals, flush controls, toilet paper dispensers are not compliant.
- 7 Grab Bars. Grab bars in bathroom are non-existent, or existing grab bars are not compliant.
- 8 Height and Clearance. Height of top and bottom of counters/sinks are not accessible, plumbing insufficiently covered, coat racks too high, light switch too high.
- 9 Faucets. Non-accessible lever-operated, push-type, or electronically controlled mechanisms.
- 10 Bathtubs or showers are not accessible.
- 39 Toilet seat cover dispenser not accessible.
- 40 Hand sanitizer, liquid soap or paper towel dispenser not accessible.
- 46 Lack of unisex ADA bathrooms or any accessible bathrooms.

**Parking**

- 11 Number of spaces. Parking lot does not contain minimum number of accessible parking spaces.
- 12 Parking Spaces. Existing parking spaces are not compliant.
- 13 Signage. Signage in parking lot is not compliant. E.g., parking spaces need to be designated as reserved by a sign showing the symbol of accessibility.
- 14 Loading zones/van access aisles are not compliant or non-existent.

**Accessible Route and Entry**

- 15 Routes to and from parking lot or public right of way are not accessible. May include: uneven surfaces or lack of detectable warnings.
- 16 Ramps. Curb ramps or entrance ramps are not compliant or non-existing.
- 17 General. Entry doors are not accessible or missing sign/symbol of accessibility.
- 18 Door Hardware. Thresholds, handles, pulls, latches, locks, or other operating devices are not accessible.
- 45 Accessible path is too far away or path is not clear for the accessible route.  
Access within Public Facility
- 19 General. Objects projecting from walls or in path.
- 20 Access aisles within building are not accessible. E.g., dining or work surfaces are not on an accessible route.
- 21 Maneuvering Clearances at Doors. Required clearances are not compliant.
- 22 Stairs or Guardrails. Stairs are not compliant or lack guardrails.
- 23 Handrails non-existent or not accessible.
- 24 Elevators or lift. Insufficient cab space, controls are not compliant, or elevator or lift is not on an accessible route with adequate signage.
- 25 Wheelchair spaces in assembly areas are non-existent or not compliant.
- 26 Access Height. Heights of surfaces such as counters, bars, or tables are not compliant.

**Equipment within Public Facility**

- 27 Signage is not compliant with raised and braille characters and pictorial symbol signs or not present/ no audible signals.
- 28 Public telephones are not wheelchair accessible.
- 29 Public telephones do not have accessible volume control.
- 30 General Public Equipment. Gas pumps, automatic teller machines, or fare machines are not compliant.
- 37 General Pool. Pool lifts, sloped entries, transfer walls, transfer systems, and pool stairs are not accessible.
- 38 Drinking Fountains and water coolers are not accessible.

**General Violations**

- 31 Dressing, fitting, or locker rooms are not compliant.
- 32 Sleeping rooms, units or suites are not accessible or do not have sufficient number of accessible guest rooms.
- 33 Patient bedrooms or baths are not accessible.
- 34 Audible and visual alarms and notification appliances are not compliant.
- 35 Amusement rides are not accessible.
- 36 Bus stop, bus stop pad, station, terminal, building or other transportation facility is not accessible
- 41 Service dog not allowed in building.
- 42 Lamp not accessible.
- 43 Shuttle van/bus not accessible.
- 44 Accessible features not maintained.
- 47 Website does not offer ADA options or is not accessible.
- 48 Lack of separate call button.
- 49 Insufficient documentation/lack of ADA access issue.
- 50 Lack of Temp. hand controls to test drive vehicles.
- 51 Staff provided barrier to access.
- 52 Other (please describe):

Please select from the following list which best describes the type of establishment:

- 1 Places of Lodging
- 2 Establishments serving food or drink (bars, restaurants, etc...)
- 3 Places of exhibition or entertainment (Motion picture houses, theaters, stadiums, etc...)
- 4 Places of Public gathering (auditoriums, lecture halls, convention centers, etc...)
- 5 Sales or rental establishments (bakeries, grocery stores, apartment communities, strip malls)
- 6 Service Establishments ( Laundromats, gas stations, funeral parlors, salons, etc...)
- 7 Public Transportation Terminals, depots, parking lots, or stations
- 8 Places of public display or collection (museums, libraries, etc...)
- 9 Places of recreation (Parks, zoos, amusement parks, etc...)
- 10 Places of education
- 11 Social service center establishments (day care centers, homeless shelters, senior centers, etc...)
- 12 Places of exercise or recreation (gymnasiums, bowling alleys, golf courses, etc...)
- 13 Other (please describe):

**Is/are the defendant(s) the (circle one):**

Building Owner      Building Tenant      Both      Not Sure