



VIRGINIA'S JUDICIAL SYSTEM

Request for Accommodation under the Americans with Disabilities Act

Date: \_\_\_\_\_

PLEASE PRINT:

Person requesting accommodation: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of accommodation requested: (please be specific) \_\_\_\_\_

Nature of disability: \_\_\_\_\_

Date accommodation is needed \_\_\_\_\_

Location where accommodation is needed (i.e. courtroom, office) \_\_\_\_\_

- Supreme Court
- Court of Appeals
- Circuit Court
- General District Court
- Juvenile & Domestic Relations District Court
- Other \_\_\_\_\_

Is this accommodation related to a pending case?

\_\_\_ Yes If yes, then please file the request with the clerk of the court where the case is pending, along with any additional materials that the court may require. If the proceeding is before a magistrate or special justice, then your request should be addressed to the attention of the magistrate or special justice.

Case: \_\_\_\_\_ Case type: \_\_\_\_\_

Case number: \_\_\_\_\_ Court date: \_\_\_\_\_

\_\_\_ No If no, then please send the request to

ADA Coordinator
Department of Human Resources
Office of the Executive Secretary
Supreme Court of Virginia
100 N. 9th Street
Richmond, Virginia 23219
Fax: 804-786-0109
Email: ADACoordinator@courts.state.va.us

Please sign to verify the foregoing is accurate: \_\_\_\_\_

Please print your name: \_\_\_\_\_

Office Use Only:

Accommodation: [ ] Granted [ ] Denied Notification date: \_\_\_\_\_

Comments: \_\_\_\_\_