

## VIRGINIA'S JUDICIAL SYSTEM

### Process for Requesting an Accommodation Under the Americans with Disabilities Act (ADA)

Your request should identify any specific accommodation you are seeking, such as an auxiliary aid or service for effective communication or to participate in a proceeding, service or activity of Virginia's Judicial System. Please submit your request as soon as possible but no later than five (5) business days before the scheduled event or activity for which you require assistance. *(A request form is available for your convenience. You are encouraged to use the form in making your request.)*

**1. Requests Related to a Pending Case or Action:** If you are requesting an accommodation in connection with a specific case or other matter that is pending before a Virginia court, then your request should be in writing, should reference the case, should be addressed to the clerk of court, and should comply with other applicable filing requirements, if any.

[General Contact Information for All Courts](#) (includes addresses for Virginia judges and clerks.)

If your request pertains to a specific case or other matter that is pending before a Virginia court, the court, in its discretion, may require you to provide additional information about the qualifying impairment. Any such request should be made as far in advance of the requested implementation date as possible, and in any event should be made no less than five (5) business days prior to the requested implementation date. The court may, in its discretion, waive this requirement.

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 as soon as possible.

**2. Requests Not Related to a Pending Case or Action:** If you have a disability and have trouble using Virginia's Judicial System website or accessing any Judicial System services, programs, materials, or facilities, please advise us by submitting your written request as follows:

Mail:  
ADA Coordinator  
Department of Human Resources  
Office of the Executive Secretary  
Supreme Court of Virginia  
100 N. 9th Street, 3<sup>rd</sup> floor  
Richmond, Virginia 23219  
Fax: 804-786-0109  
E-mail: [ADACoordinator@courts.state.va.us](mailto:ADACoordinator@courts.state.va.us)

**Supporting information and documentation required:** All requests for accommodation shall include a description of the specific accommodation sought, along

with a statement of the impairment that necessitates such accommodation. You may be asked to supply supporting documentation or records.

**Requests involving services provided by circuit court clerks unrelated to a pending case or action:** Please note that if you are requesting an accommodation from a circuit court clerk or in connection with a proceeding, service, or activity provided exclusively by a circuit court clerk, then your request for accommodation should be directed to that circuit court clerk.

**Court Facilities:** Under Virginia Code § 15.2-1638, cities and counties are required to furnish “suitable space and facilities” to house the courts and clerks’ offices. While the courts will, to the extent that they are aware of courthouse building issues, take reasonable measures to facilitate the accessibility of programs and activities, you should contact the appropriate county or city government with concerns about access to a courthouse building.

**Confidentiality:** All requests addressed to the ADA Coordinator, Department of Human Resources, Office of the Executive Secretary, Supreme Court of Virginia, will be treated as confidential to the extent permitted by law and will only be shared with other court or local officials as necessary to respond to the request. In order to maintain the confidentiality of any request filed with a clerk or court you will need to determine the clerk or court’s policy regarding confidentiality and the clerk or court may require that your request be filed “under seal” (in a sealed envelope to be viewed only by the court and/or clerk). Any request for accommodation by a party in a case may be presented ex parte (i.e., done on behalf of one party only and without notice to an opposing party) in writing provided the request to proceed ex parte is first approved by the presiding judge after application is filed with the court clerk.