



Requesting an ADA Accommodation Process

The Americans with Disabilities Act (ADA) was enacted to ensure that all qualified individuals with disabilities enjoy the same opportunities that are available to persons without disabilities. It guarantees equal access to state and local government programs and services. Upon request, the Office of the Executive Secretary assists with ADA accommodations for public programs and services of Magistrates, District Court Clerks and Judges, Circuit Court and Appellate Court Judges and Justices, and the Clerks of the Supreme Court of Virginia and the Court of Appeals of Virginia. Circuit Court Clerks, as local Constitutional officers, are responsible for ADA accommodations in their offices. The Department of Justice, Civil Rights Division, enforces Title II of the ADA.

Identify the Need for an Accommodation

Determine what accommodation is needed to ensure equal access to court programs, services, or proceedings.



Submit the Request to the Appropriate Court

- Requests must be directed to the specific court where the case or proceeding will occur.
- ADA request forms and Local ADA Coordinator contact information are available at: www.vacourts.gov/courts/ada/home.html
- Submit requests as early as possible.

Review by the Court's ADA Coordinator

The ADA Coordinator:

- Acknowledges receipt
- Reviews the request
- May seek clarification or additional information
- Assists in preparing information for judicial review

Note: The ADA Coordinator does not make the final decision.



Judicial Decision

The presiding judge reviews and decides the request. The judge may:

- Approve the requested accommodation
- Approve an effective alternative
- Request additional information
- Deny the request (with written explanation)



For more information, visit the Virginia Judicial System ADA webpage:
www.vacourts.gov/courts/ada/home