



# Virginia's Judicial System

## Request for Accommodation under the Americans with Disabilities Act

### PLEASE PRINT

Person Requesting Accommodation

Date (mm/dd/yyyy)

Address

City

Zip Code

Email

Telephone

Date accommodation is needed (mm/dd/yyyy)

Please specify type of accommodation requested:

Location where accommodation is needed (e.g. courtroom, office, etc.)

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

Court Location \_\_\_\_\_

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 Name \_\_\_\_\_ Case Type \_\_\_\_\_  
Case Number \_\_\_\_\_ Court Date \_\_\_\_\_

No    If no, then please send the request to: ADA Coordinator  
Renée Fleming Mills, Ph.D.  
Office of the Executive Secretary  
Supreme Court of Virginia  
100 N. 9th Street  
Richmond, Virginia 23219  
Fax: 804-786-0109  
Email: [ADACoordinator@vacourts.gov](mailto:ADACoordinator@vacourts.gov)

*Please sign to verify the foregoing is accurate*

Signature

Print Name

### Office Use Only

Accommodation:

Granted

Denied

Notification Date (mm/dd/yyyy)

Comment