



# 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 _____			
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: <a href="mailto:ADACoordinator@vacourts.gov">ADACoordinator@vacourts.gov</a>			
<i>Please sign to verify the foregoing is accurate</i>			
_____ Signature		_____ Print Name	

### Office Use Only

Accommodation:	Notification Date (mm/dd/yyyy)
Granted      Denied	
Comment	