



# VIRGINIA STATE BAR

## Notice Regarding the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Virginia State Bar (VSB) will not discriminate against qualified individuals with disabilities in the provision of its programs, services, or activities.

**Employment:** The VSB does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communication:** The VSB will generally, upon request, provide appropriate aids and services leading to effective communication for qualified individuals with disabilities to enable equal participation in VSB programs, services, and activities. This can include qualified sign language interpreters, assistive listening devices, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to policies and procedures:** The VSB will make reasonable modifications to policies and procedures for qualified persons with disabilities to enable equal participation in VSB programs, services, and activities.

**Requests for Assistance:** Anyone who requires an auxiliary aid or service for effective communication, or a modification to a policy or procedure to participate in a VSB service, program, or activity, should contact:

**VSB ADA coordinator**

Virginia State Bar  
1111 E. Main Street, Suite 700  
Richmond, VA 23219  
(804) 775-0505  
[adacoordinator@vsb.org](mailto:adacoordinator@vsb.org)

All requests must include name and contact information (phone, email, and mailing address), a description of the disability, e.g. loss of hearing, the specific accommodation sought, and the date the accommodation is needed. It is not necessary to submit documentation to support the disability. However, the VSB may ask for additional information if the nature of the disability is not clear or if it is necessary to determine an appropriate accommodation. *If the request pertains to a specific case or other matter that is pending with the Virginia State Bar, the request should reference the case.*

**Exceptions:** The ADA does not require the VSB to take any action that would fundamentally alter the nature of its programs, services, or activities or impose any undue financial or administrative burden. Case-specific considerations, such as the timeliness of a request, may result in the delay or denial of a requested accommodation.

**Confidentiality:** All requests to the VSB ADA coordinator will be treated as confidential to the extent permitted by law and will only be shared with other VSB staff as necessary to respond to the request.

**Notice on Surcharges:** The VSB will not place a surcharge on an individual or group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications.

**ADA Complaints:** Complaints that a VSB program, service, or activity is not accessible to qualified individuals with disabilities should also be directed to the VSB ADA Coordinator.