

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA**

PUBLIC NOTICE

The United States District Court for the Eastern District of Virginia has designated Alexandria Division Manager Richard Banke, Richmond Division Manager Sharon Cooke, and Norfolk/Newport News Division Manager Adrian Kellam as the Court's Access Coordinator pursuant to *The Guide to Judiciary Policy*, Volume 5, Chapter 2, §255.40 (available at <http://www.uscourts.gov/rules-policies/judiciary-policies/court-interpreting-guidance>).

The Access Coordinator is responsible for coordinating sign language interpreters or other appropriate auxiliary aids and services to participants in federal court proceedings who are deaf, hearing-impaired, or have other communications disabilities.

Individuals participating in federal court proceedings who require the assistance of a qualified sign language interpreter or other similar auxiliary aides and services must submit requests for services in advance of the court proceeding involved, within a reasonable amount of time.

Please direct all requests for services or for additional information to:

Alexandria Division

Richard Banke
Albert V. Bryan United States Courthouse
401 Courthouse Square
Alexandria, VA 22314
(703) 299-2100

Richmond Division

Sharon Cooke
Spottswood W. Robinson III and Robert R. Merhige, Jr., United States Courthouse
701 East Broad Street
Richmond, VA 23219
(804) 916-2200

Norfolk/Newport News Divisions

Adrian Kellam
Walter E. Hoffman United States Courthouse
600 Granby Street
Norfolk, VA 23510
(757) 222-7205