

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

(ver. 02/05/21)

**PUBLIC NOTICE**

The United States District Court for the Eastern District of Virginia has designated:

- Alexandria Operations Manager, Amanda Otto,
- Richmond Operations Manager Sharon Cooke, and
- Norfolk/Newport News Operations Manager Adrian Kellam Jones

as the Court's Access Coordinators pursuant to *The Guide to Judiciary Policy*, Volume 5, Chapter 2, §255.40 (available at <https://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

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