

Accommodation Questionnaire Template:

This Document (Client Accommodation Requirements Questionnaire) is to be distributed at the start of the practitioner-client relationship. It is to be completed by the client, client's representative, or with the client if preferred by the client. Accommodation set out by the completed questionnaire must be provided in a timely manner.

This questionnaire is designed to help improve the client practitioner-relationship, and the client's ability to access legal services. That includes the right of barrier-free full access to, and full participation in court proceedings and mediations that form part of the court process. One's duty to accommodate is informed by three principles: (1) respect for dignity (2) individualization, and (3) integration and full participation. Whenever possible, accommodation should be a proactive rather than a reactive process.

Requested accommodation can be temporary, periodic, or long term – depending on the needs of the client.

This form can be revisited at anytime.

Part A) Contact Information

Name:

Pronouns:

Address:

Phone Number:

Designated Facilitator(s) or Representative:

Preferred Terms (i.e., Disability first vs person first language):

Part B) Check all that apply and add comments where necessary.

	Requirement	Preference	Comments
In-person Meetings			
Online Meetings (ability for real time captioning)			
Environmental Sensitivities (please outline in comments)			
Accessible Parking			
Physical Accessibility Requirements (ramp, elevator, etc.)			
Alternate Formatting for Submission/Response (PDF, Word, Braille, etc.)			
Alternate Formatting for Presentation (Large print, electronic copies, hard copies, etc.)			
Language (French, English, sign language - ASL/LSQ, plain language)			
Operational Hours (mornings, afternoons, evenings, religious observance, pre-determined breaks)			
Additional Support Person			

Do you require any additional accommodations?

Is there anything else you think I should know about your background so I can better represent and communicate with you?

References and Toolkits:

<https://nslegislature.ca/sites/default/files/legc/statutes/human%20rights.pdf>

https://www.priv.gc.ca/en/accessibility/pol_dis_201503/

[DISABILITY AND MEDIATION GUIDE \(adric.ca\)](#)