# COMMUNICATION ACCESS FORM

## REQUEST FOR COMMUNICATION ACCOMMODATION

The Law Society of Upper Canada (The Law Society) is committed to maintaining an accessible environment for persons with disabilities in the delivery of its goods and services. In order to ensure that we communicate with our members effectively, please indicate, if any, your communication needs related to a disability by completing the following form and submitting it to the Equity Department.

### Confidentiality:

Information collected from you is kept strictly confidential and is used solely for the purpose of providing you with accommodations. Access to this information is restricted to staff who communicate with you in the context of Law Society business.

Note: this version of the form is meant to be printed and filled out.

### Personal Information

Name: [Please print this form and provide your full name here.]

Member Number: [Provide your member number here.]

### Accommodation Identification

I require an accommodation based on a disability. When the Law Society communicates with me, I ask that it use the following method (please select all that apply):

#### Written Correspondence:

[ ]  Electronic

[ ]  Electronic, but no PDF

[ ]  Electronic in text format only

[ ]  Paper, with the following requirements

Font Type: [For paper correspondence, provide your required font type here.]

Font Size: [For paper correspondence, provide your required font size here.]

Spacing: [For paper correspondence, provide your required spacing here.]

[ ]  Other; please specify: [Specify any other formats of written correspondence here.]

#### Direct Communications:

[ ]  T T Y

[ ]  Email in lieu of telephone or T T Y

[ ]  Other; please specify: [Specify any other formats of direct communication here.]

#### If this accommodation is temporary please indicate the estimated end date below:

End date: [Provide the end date for a temporary accomodation here.]

Signature: [Please provide your signature here.]

Date: [Provide the date here.]

If you have any questions about this form, please contact the Equity Department by telephone at 416-947-3300 or 1-800-668-7380 or by email at Equity@lsuc.on.ca

Please note:

The Law Society will make every effort to provide you with this accommodation where possible. However, if the Law Society cannot provide you with the accommodation requested, you will be contacted to discuss alternative reasonable accommodations. If you receive communication that does not meet the approved accommodation and you need assistance please contact the Equity Department for assistance.