STEPS TO PROVIDING ACCOMMODATIONS:
Prosecutors and Other Attorneys

Ask Everyone and Ask Often

**STEP 1**
Set the stage
Explain why you are asking about accommodations. Describe your services and the legal process.

**STEP 2**
Ask and listen
Ask every victim if they need accommodations and give examples. Listen to the person, as they know best what they need.

**STEP 3**
Provide accommodations
Provide the requested accommodation(s) as soon as possible and cover any costs.

**STEP 4**
Check in and make changes
After providing an accommodation, check with the survivor to see how it is going.
Examples of how to ask about accommodations:

• Is there anything I can do to make it easier for you to meet with me and talk about what happened to you?

• Are there any additional supports you need to go to court?

• Do you need any accommodations to work with our office/participate in this case?