

COURTESY REQUEST

GENERAL INSTRUCTIONS

Upon completion and submission of the Courtesy Request form, OAA may provide a courtesy request for health-related conditions. A courtesy request cannot be used for extended testing time.

ELIGIBILITY

Courtesy requests may be requested when:

- The health-related condition is supported by up-to-date objective medical documentation (typically a letter from the treating physician will suffice).
- The request specifically relates to the health-related condition.
- The request directly assists in managing symptoms of a health-related condition, or, minimizes or mitigates the potential for further aggravation of a health-related condition absent the request.
- The request is such that it can be provided without deviating from a standard testing schedule at the main site exam location.
- The request is submitted in accordance with the established filing deadlines in force at the time of your request.
- The request is submitted on the Courtesy Request Form.

Requests submitted after the filing deadline for a health-related condition or injury that was unknown at the time of the filing deadline will also be considered but could be denied.

EXAMPLES OF COURTESY REQUESTS

SEATING ASSIGNMENT: For medical or health-related conditions that require seating near a restroom, at the end of a row, with ease of access to seat or row, or sufficient space to accommodate a wheelchair, scooter, crutches or other orthopedic device.

MEDICAL DEVICE: For medical or health-related conditions that require access to one or more devices during the exam such as diabetic support devices (insulin pump, glucose monitor, etc.), assistive devices such as diabetic supplies, hearing aids, orthopedic lumbar supports, crutches, post-surgical boots or braces.

LACTATION REQUEST: Requests for persons who are lactating are available. A request for a lactation area must include documented medical evidence from your child's pediatrician or your obstetrician verifying your child's reliance on breast milk and the child's date of birth. List all requests you believe will be necessary on the day of the exam. Do not assume a particular request will be granted if not listed in your request; be specific.

Requests typically include:

- permission to bring a breast pump and storage container for supplies (a cooler if necessary)
- a private location for expressing milk
- electrical outlet
- exam room seating that affords the swiftest possible route between the test room and the lactation area before and after each test session.*

*Most venues are not equipped with private lactation rooms or if provided, the lactation room is a considerable distance from the designated testing room. Therefore, in an effort to provide a private space located more conveniently to the test room, the lactation area may be temporary in design and structure.

To complete the Courtesy Request form, please click [here](#).

DEADLINES

Courtesy Requests are due according to the following schedule

- February bar examination
 - November 1st for timely filing and unsuccessful applicants from the most recent July exam
 - December 1st for late filing
- July bar examination
 - April 1st for timely application filing
 - May 1st for late filing
 - May 31st for unsuccessful applicants from the most recent February exam

DOCUMENTATION

Substantiating documentation reflecting your health-related condition must be attached to your Courtesy Request Form. Substantiating documentation from a Qualified Professional may include, but is not limited to, a letter from your treating medical provider indicating the health diagnosis justifying a courtesy request.

SUBMISSION

OAA will only accept documentation in digital format using Citrix ShareFile®. Upon submitting documents to OAA in digital format, an applicant is representing that each digitized document is a complete and accurate representation of the original document. OAA reserves the right to request production of the original of any uploaded document. **Do not upload accommodation or courtesy request paperwork to your CiviCore admissions application.**

To obtain access to ShareFile, **once your exam application has been submitted**, please timely contact our Office using the Messaging Center in your online admissions application account and request a ShareFile folder link to upload your courtesy request. Supplemental information may also be submitted digitally.

PROCESSING

Once your Request is received by OAA, the form and substantiating documentation will be reviewed by staff for sufficiency. Our office will be checking to make sure the forms are completed in their entirety, signed and dated.

Your Request will then be reviewed for consideration. You will receive notice that your request is approved, denied, or approved in part. You will be notified by OAA in the online application portal Messaging Center. Determinations and notifications will be sent in a timely manner.