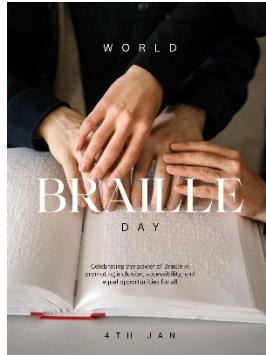


World Braille Day (January 4): Accessibility in Action

By Lisa D. Moore



World Braille Day, observed on January 4, recognizes the impact of Braille on literacy, independence, and inclusion for people who are blind or have low vision. The day honors **Louis Braille**, whose work reminds us that access to information is foundational to equity.

For legal administrators, *World Braille Day* is a timely reminder that accessibility is not limited to compliance—it is a practical, operational responsibility. In a profession built on information, communication, and systems, inclusive design directly affects participation, performance, and opportunity.

Accessibility is most effective when it is **embedded into everyday operations**, not addressed only when an accommodation is requested. Thoughtful, proactive practices benefit individuals with disabilities and strengthen organizations overall.

As we begin the new year, *World Braille Day* invites legal professionals to reflect on a simple question: *Are our systems designed so everyone can fully participate and succeed?*

Practical Accessibility Checklist for Legal Operations

Legal administrators can advance accessibility by reviewing and strengthening the following areas:

Documents & Communications

- Ensure documents are compatible with screen readers
- Use accessible PDFs and Word templates
- Avoid images of text without alternative text
- Use clear fonts, headings, and logical formatting

Technology & Systems

- Confirm HRIS, billing, and document management systems meet accessibility standards
- Enable keyboard navigation and screen reader compatibility
- Provide captions or transcripts for recorded trainings and meetings

Meetings & Training

- Offer materials in advance in accessible formats
- Use live captioning or CART when appropriate
- Ensure virtual platforms have accessibility features enabled

Policies & Processes

- Maintain a clear, respectful accommodation request process
- Train managers on accessibility and interactive dialogue
- Review policies regularly for unintended barriers

Physical & Workplace Accessibility

- Confirm accessible entrances, restrooms, and common areas
- Assess lighting, signage, and wayfinding
- Ensure emergency procedures account for accessibility needs

Closing Thought

Accessibility is not a one-time initiative—it is an ongoing commitment. By building inclusive practices into legal operations, administrators help create workplaces grounded in fairness, dignity, and professionalism.