

THE 17TH JUDICIAL DISTRICT COURT OF THE STATE OF MICHIGAN
15111 Beech Daly Road, Redford, Michigan 48239
(313) 387-2790

Karen Khalil

District Judge



Matthew Sawicki

Court Administrator

Charlotte L. Wirth

District Judge

December 9, 2013

Mrs. Deborah Green
Region I Administrator
P.O. Box 02984
Detroit, MI 48202-6034

RE: Administrative 2013 - 3
Limited English Proficiency

Dear Mrs. Green:

Please find enclosed with this letter the signed original proposed Administrative Order, 2013 - 03.

Sincerely,

A handwritten signature in cursive script that reads "Karen Khalil".

Karen Khalil
Chief Judge

KK: MDS

enclosure

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Administrative Order 2013 - 3

LANGUAGE ACCESS PLAN

In accordance with Supreme Court Administrative Order 2013-8, the court establishes this Language Access Plan (LAP) to provide for the language access needs of court users.

This LAP is the plan for the court to ensure meaningful access to court services for persons with limited English proficiency (LEP). A limited English proficient person is a person who does not speak English as his or her primary language, and who has a limited ability to read, write, speak, or understand English, and by reason of his or her limitations, is not able to understand and meaningfully participate in the court process.

The purpose of the plan is to provide a framework for the provision of timely and effective language assistance to LEP persons who come in contact with the court.

The court has appointed a language access coordinator to be a contact person for the public, court staff, and SCAO concerning this plan and its implementation. The language access coordinator may be contacted through the court administrator's office.

IT IS ORDERED:

Section I. Needs Assessment

A. Census Data

The court will make every effort to provide service to all LEP persons in the court's service area. The following list shows the non-English languages most frequently spoken in the court's physical jurisdiction.

1. Spanish or Spanish Creole LEP
2. Arabic LEP
3. Polish LEP

4. German LEP

B. Court Experience

Based on court usage, the following list shows other non-English languages spoken in the court and not reflected in the US Census data.

- 1.
- 2.

C. Identification of LEP Persons

Court staff use the following methods to identify LEP persons:

1. "I Speak" Cards
2. Family/friends
3. Signage in the courthouse

Section II. Language Assistance Resources

A. Interpreters Used In the Courtroom

The court will offer assistance to LEP persons in the courtroom by providing foreign language interpreters as required by Michigan Court Rule 1.111.

B. Language Services Outside the Courtroom

The court will take reasonable steps to ensure that LEP persons have meaningful access to services outside the courtroom. This is one of the most challenging situations facing court staff, because in most situations they will encounter LEP persons without an interpreter present. LEP persons may come in contact with court personnel via:

- The Court's Front Counter
- Phone
- Meetings with the Probation Officer in the Probation Department
- Upon arrival at the Court when being scanned at the Security Desk
- In the basement of the Court at the Criminal Window

Court staff will consult with the court's language access coordinator to determine what type of language service should be made available, based on the nature and importance of the court service to be provided and resources available. The following language services are available:

- Telephonic Interpreter Services (remote service)
- Family/Friends for limited interaction after approval by the Language Access Coordinator
- Volunteers/Students

C. Service Referrals

The court will make reasonable efforts to ensure that a non-federally funded entity to which the court refers LEP persons for services has provisions for addressing their needs. The court will consider viable alternatives if language access is not provided by such a non-federally funded entity.

D. Forms & Documents

The State Court Administrative Office (SCAO) makes select translated forms available to the courts at <http://courts.michigan.gov/Administration/SCAO/Forms/Pages/default.aspx>.

1) Additional translated forms available to court users include:

- o NEEDS Screening -Spanish

When in-person interpreters are hired for court proceedings, they are expected to provide sight interpretation of documents for LEP persons.

2) Courthouse translation for LEP

- o Signage depicting the rules of the court
- o Telephonic translation services
- o SCAO Website for forms
- o Family/ Friends/ Volunteers for limited interaction after approval by the Language Access Coordinator

E. Other Provisions

In an effort to provide LEP persons language access to court information, the court also provides the following: N/A

Section III. Training

The court is committed to training its judges and court staff, and coordinating with county clerks on providing LEP persons with meaningful access to court services. When the court provides training sessions, it will include a component addressing LEP policy and procedure and the court's LAP. The court is aware that staff members having contact with the public are more likely to need in-depth training on LEP policy and procedure.

Staff will be taught how to use the "I Speak" cards when they encounter an LEP person. After the LEP person's native language has been identified, the staff member will then determine the best translation service for the specific interaction. If a staff member has any questions regarding the best translation service for a specific interaction, he or she will contact the Language Access Coordinator for a determination. If an LEP person has brought a family member or friend to translate, the staff member can communicate through the family member or friend on a limited basis. However, if the discussion advances beyond a limited interaction the Language Access Coordinator must approve the continued use of the family member or friend for translation services.

The court will work with SCAO and MJI to ensure that all employees are trained on LEP policy and procedure. Training will be offered to assist judges and staff to: identify and respond to LEP persons, increase awareness of the types of language services available, guide when and how to access those services, and effectively use language services.

Section IV. Public Notification and Evaluation of Language Access Plan

A. Language Access Plan Approval and Notification

The court's LAP has been approved by the State Court Administrative Office. The court will post its LAP on its public website (if available) or public notification area within the courthouse and will make copies of the LAP available upon request. The court will also consult with local agencies to discuss the Court's LAP to determine if the Court can gain additional resources to improve the Court's accessibility.

B. Evaluation and Review of the LAP

At the direction of SCAO, or on its own initiative, the court will assess whether the LAP needs updating. The LAP will remain in effect unless modified or updated. Review of the following areas may indicate a need to update the LAP:

- Number of LEP persons requesting court interpreters or language assistance
- Funding provided or available for languages services
- Current language needs to determine if additional services or translated materials should be provided
- Feedback from LEP communities within the county
- Court staff (turnover, new hires, etc.)
- Feedback from trainings provided by the court or SCAO/MJI
- Viability of identified language services and resources
- Problem areas and corrective action strategies
- Updated census data

The language access coordinator for this court ensures this plan is followed, advises the court on potential updates to this plan, and coordinates the language access needs for the court as they arise. The court has identified the name and contact information of the language access coordinator and advised the State Court Administrative Office. The court will notify the SCAO regional office of any changes to the language access coordinator's contact information, or if a new language access coordinator is named.

**This administrative order does not apply to deaf persons. Statute, not court rule, governs sign language interpreter use. Specifically, The Deaf Person's Interpreter Act, Public Act 204 of 1982, MCL 393.502, et seq.

Effective Date: 12-9-13

Date: 12-9-13


Karen Khalil, Chief Judge

**Language Access Coordinator
Contact Information**

This form identifies the court's language access coordinator. The language access coordinator must notify the SCAO regional office if there are any changes to the contact information, or if the court names a different language access coordinator.

Name (required): Linda Bailey _____
Bar Number (if appropriate): _____
Court Number/Name (required): 17th District Court - Redford Township _____
Court Address: 15111 Beech Daly Rd. _____
City, State, ZIP: Redford, MI, 48239 _____
Phone Number: (313)387-2790 _____
E-mail Address: _____

Date (required): 12/6/13 _____

Save your completed form to the computer and then e-mail a copy to the SCAO regional office.