



STATE OF MICHIGAN
55TH JUDICIAL DISTRICT COURT
700 BUHL AVENUE • MASON, MICHIGAN 48854
517-676-8400
<http://dc.ingham.org>

ADMINISTRATIVE ORDER 2013-10

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
2. Chinese
3. Korean
4. Vietnamese
5. Arabic
6. Russian

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. None

C. Identification of LEP Persons

Court staff use the following methods to identify LEP persons:

1. Court staff will use "I Speak" translation cards depicting various languages.
2. Court staff will communicate with a family member and/or friend of an LEP person to assist in identify the appropriate language.
3. Court staff will show an LEP individual the various State Court Administrative Office forms that have been translated into a different language to allow the LEP to identify his/her language.
4. Court staff who are bi-lingual in the LEP person's language.

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:

- Checking in for a court proceeding at the clerk's office
- Making inquiries about a case, court procedure or a general inquiry
- Making inquiries about a case, court procedure or a general inquiry via a telecommunications device
- Making a payment at the court
- A referral to the probation department for a presentence investigation or bond conditions
- A referral to the probation department to discuss the terms of an Order of Probation/Delayed Sentence/Deferred Sentence.
- A referral for treatment services
- A referral to the collection department for payment arrangements

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:

1. SCAO translated forms that are necessary or assist with a court process.
2. A family member or friend who can translate information to assist with basic interactions such as a general inquiry or making a payment.
3. A court staff member who is bi-lingual for limited interactions.
4. Telephonic interpretation service for more complex but brief interactions
5. Contracted interpreter for complex and lengthy interactions.

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: NONE

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

- 1) Courthouse translation for LEP

- The court maintains a database of in-person interpreters
- The court contract with a telephonic interpretation service.

E. Other Provisions

In an effort to provide LEP persons language access to court information, the court also provides the following: NONE

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.

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.

The court provides to judges and court staff and offers to county clerks the following training regarding language access:

- Court staff and all new employees are trained on the court's LEP plan and this administrative order as well as the available resources for a LEP individual.

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 and public notification area within the courthouse and will make copies of the LAP available upon request.

The court distributed the Language Access Plan to the following community organizations:

- Cristo Rey Community Center
- American Red Cross
- Capital Area United Way
- Lansing Community College
- Mason High School
- Holt High School

B. Evaluation and Review of the LAP

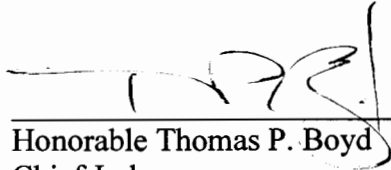
At the direction of SCAO, or on its own initiative, the court will assess whether the LAP needs updating. The LAP will remain in effect unless modified or updated. Review of the following areas may indicate a need to update the LAP:

- Number of LEP persons requesting court interpreters or language assistance
- Funding provided or available for language 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 issued an addendum to this order identifying the name and contact information of the language access coordinator. The court will update that addendum any time the language access coordinator changes.

Effective Date

Dated: 12-12-13



A handwritten signature in black ink, appearing to read 'T. Boyd', is written over a horizontal line.

Honorable Thomas P. Boyd
Chief Judge

SCAO Approval Date: 12-20-13

Dillon, Michael

From: Region2 Info <region2-info@courts.mi.gov>
Sent: Friday, December 20, 2013 9:31 AM
To: Dillon, Michael; Boyd, Thomas
Cc: Region2 Info
Subject: D55 2013-10 Language Access Plan - Approved

D55 2013-10 Language Access Plan - Approved

This is to advise that we have reviewed the above referenced administrative order and find that it conforms to the requirements of MCR 8.112(B). This order is being accepted and filed until advised by your court of any change.

James Hughes
Region II Administrator
P.O. Box 30048
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