



Council of Language Access Coordinators  
Annual Meeting  
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Recommendations to address requests for translations of pleadings

### Presentation overview

- Why is this important?
- What are the considerations?
- Scenarios
- Practices around the country



*Presentation Team:*  
Sandra Barrios  
Carol Mitchell  
James Plunkett

## Why is this important?

Compilation of recommendations and protocol considerations



“may depend upon the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner.”

NCSC:  
“contains information critical for obtaining federal services and/or benefits; or it is required by law.”

ABA:  
“Generally court pleading forms used to initiate or respond to a legal matter are documents that are considered ‘vital.’”

**Competing interests:**

Challenges:

- Time
- Resources
- Location- rural impact




Opportunities:

- Dramatically improve LEP access
- Maximize resources
- Collaboration




Ethical considerations for interpreters

Role of court counter staff




Scenario #1

LEP party files by mail in native language



What to do with forms submitted in language other than English?

Translations and standards for court file management



Individual short term requests vs. Lengthy reports



Scenario #2

Illiterate LEP party needs assistance with a protective order

Community Resources


*DV Advocates*

Court volunteers




Scenario #3

Agency asks court to translate document for LEP party



Justice partners or other agency requirements

Webpage links to self-service center forms requirements



Scenario #4

Foreign language evidence introduced in court



Use of technology

Q&A Time

Thank you!