



Notes and Materials from Forms Camp Working Session on  
Plain Language  
August 3, 2022

Session recordings and materials are posted here: [www.ncsc.org/formscamp2022](http://www.ncsc.org/formscamp2022)

**Icons Resource:**

- [Interesting form production tool](#)
- [Directive #09-21 "Forms Assistance Policy"](#)
- [Directive #07-22 "Policy on Accessible and Inclusive Language"](#)
- [New Jersey Courts "Self Help Center" Resources Webpage](#)
- [New Jersey Courts - Contact Information for Community Liaisons/Ombudsman](#)

**Cabin Notes:**

Know how to fix your forms to be accessible on the web. (Screen readers, low vision, plain language)

Improve processes: Sometimes there is no interpreter or there is a challenge between getting the request and ensuring that the interpreter has been “reserved.”

What did  
your group  
discuss?

1. Make sure English is plain language (discussion of whether this should happen before translation or after); don't use italics for non-English language

2. Make the translation interlinear if possible or at least include both English and translation on the same document (*ie.* In separate columns)

-Discussed how to assist if a court only has forms in English, making sure court staff know how to access interpreters; how to assist people who don't read

- Reminder: this takes time. Chang is incremental!

Identify  
**two things**  
that your  
group  
improved

1. If merging forms together into bilingual form:

Put words together to create relationship between content of two languages; break up text

Use smaller text and/or italics for second language

2. Or alternatively, create two separate forms – one in English, identical form in second language (identical formatting, structure)

And instructions in the second language

Identify  
**two things**  
that your  
group  
improved

1. Eliminate all caps. Eliminating underlining.

2. Add a calendar icon next to the date/time.



3. Make it easy for people to comply!  
Insert important details like the address and phone number of the court.

Designate a person from your cabin to present to the full group.