

Superior Court of Sierra County

Limited English Proficiency (LEP) Plan

I. Legal Basis and Purpose

This document serves as the plan for the Superior Court of Sierra County to provide to persons with limited English proficiency (LEP) services that are in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.; 45 C.F.R. § 80.1 et seq.; and 28 C.F.R. § 42.10142.112). The purpose of this plan is to provide a framework for the provision of timely and reasonable language assistance to LEP persons who come in contact with the Superior Court of Sierra County.

This LEP plan was developed to ensure meaningful access to court services for persons with limited English proficiency. Although court interpreters are provided for persons with a hearing loss, access services for them are covered under the Americans with Disabilities Act rather than Title VI of the Civil Rights Act, and therefore will not be addressed in this plan.

II. Needs Assessment

A. Statewide

The State of California provides court services to a wide range of people, including those who speak limited or no English. Service providers include the California Supreme Court, the Courts of Appeal, and the Superior Courts of the 58 counties.

According to the Judicial Council of California's Court Interpreter Data Collection System (CIDCS), which aggregates court interpreter usage data received from the California trial courts, the most frequently used languages for interpreters in California courts in 2013 were (in descending order of frequency):

1. Spanish
2. Vietnamese
3. Korean
4. Mandarin
5. Farsi

B. Superior Court of Sierra County

The Superior Court of Sierra County makes every effort to provide services to all LEP persons. However, Sierra County is a remote rural area that is sparsely populated, where the predominant language is overwhelmingly English. According to United States Census Bureau data, Spanish is the next most frequently used language. Due to the lack of available bilingual resources in the area, providing services can be challenging. However, the court takes the needs of LEP persons

seriously and attempts to make every reasonable effort to provide meaningful access to them. According to the United States 2015 census for Sierra County, 278 people or 9.5 percent of the people five years of age and older speak a language other than English. Of these, 96 people reported speaking English less than very well. Of this number, 95 speak Spanish, and one speaks an Asian or Pacific Island language.

III. Language Assistance Resources

A. Interpreters Used in the Courtroom

1. Providing Interpreters in the Courtroom

Providing spoken-language interpreters in court proceedings is based in whole or in part on statutory and case law. Selected authorities are set out in Attachment A. In the Superior Court of Sierra County, interpreters will be provided at no cost to court customers who need such assistance under the following circumstances:

- For litigants and witnesses in criminal hearings;
- For litigants and witnesses in juvenile hearings;
- For litigants and witnesses in hearings involving domestic violence and elder abuse, family law and child support cases, to the extent that funding is provided; and
- For litigants who need assistance when using family court services, to the extent that funding is provided.

Responsibility for the cost of spoken-language interpreters for litigants and witnesses in other civil proceedings will be determined at the discretion of the officiating judge. Additionally, courts may use interpreters who are providing mandated interpreting services for issues such as criminal or juvenile cases for incidental use in civil courtrooms. The Superior Court of Sierra County recognizes the significant benefits to both the public and the court by providing interpreters in civil cases and will attempt whenever possible to provide such interpreters through incidental use.

2. Determining the Need for an Interpreter in the Courtroom

The Superior Court of Sierra County may determine whether an LEP court customer needs an interpreter for a court hearing in various ways. The need for a court interpreter may be identified prior to a court proceeding by the LEP person or on the LEP person's behalf by counter staff, self-help center staff, family court services, or outside justice partners. The need for an interpreter may also be made known in the courtroom at the time of the proceeding. The judge may determine that it is appropriate to provide an interpreter for a court matter.

California's Standards of Judicial Administration offer instruction to judges for determining whether an interpreter is needed. Section 2.10, subd. (a) provides that an: "interpreter is needed if, after an examination of the party or a witness, the court concludes that: (1) The party cannot understand and speak English well enough to participate fully in the proceedings and to assist counsel; or (2) The witness cannot speak English so as to be understood directly by counsel, court, and jury." The court is directed to examine the party or witness: "on the record to determine whether an interpreter is needed if: (1) A party or counsel requests such examination; or (2) It appears to the court that the person may not understand or speak English well enough to participate fully in the proceedings." (Section 2.10, subd. (b).)

To determine if an interpreter is needed, section 2.10, subd. (c) provides that: "the court should normally include questions on the following: (1) Identification (for example: name, address, birth- date, age, place of birth); (2) Active vocabulary in vernacular English (for example: 'How did you come to the court today?' 'What kind of work do you do?' 'Where did you go to school?' 'What was the highest grade you completed?' 'Describe what you see in the courtroom.' 'What have you eaten today?') Questions should be phrased to avoid 'yes' or 'no' replies; (3) The court proceedings (for example: the nature of the charge or the type of case before the court, the purpose of the proceedings and function of the court, the rights of a party or criminal defendant, and the responsibilities of a witness.)"

Section 2.10, subd. (d) calls on the court to state its conclusion on the record regarding the need for an interpreter: "The file in the case should be clearly marked and data entered electronically when appropriate by court personnel to ensure that an interpreter will be present when needed in any subsequent proceeding."

Many people who need an interpreter will not request one because they do not realize that interpreters are available or because they do not recognize the level of English proficiency or communication skills needed to understand the court proceeding. The court does not have funding to provide interpreters for non-mandated proceedings.

In a case where the court is mandated to provide an interpreter, but one is not available at the time of the proceeding even after the court has made all reasonable efforts to locate one as outlined in this plan, the case will be postponed and continued to a date when an interpreter can be provided. A generic continuance form is prepared by the court indicating the new hearing date and time in the LEP individual native language. (See Attachment B.)

When an interpreter is unavailable for a case in which the court is not mandated to provide one, the court determines and follows the best option that is appropriate for the situation, including:

- Appointing an individual to act as an interpreter for the proceeding;
- Continuing the proceeding to a day when the calendar shows the incidental availability of an interpreter for that language; or
- Continuing the proceeding and informing the party that he or she must provide an interpreter at the party's expense.

3. Court Interpreter Qualifications

The Superior Court of Sierra County hires interpreters for courtroom hearings in compliance with the rules and policies set forth by Government Code section 68561 and California Rules of Court, rule 2.893. The Judicial Council maintains a statewide roster of certified and registered interpreters who may work in the courts. This roster is available to court staff and the public on the Internet at www.courts.ca.gov/programs-interpreters.htm

When the court has made a "due diligence" effort to find a certified or registered court interpreter and none is available, the court then seeks a noncertified or nonregistered court interpreter. Whenever a noncertified interpreter is used in the courtroom, to either provisionally qualify the interpreter or find cause to permit him or her to interpret the proceeding, judges must, pursuant to rule 2.893, inquire into the interpreter's skills, professional experience, and potential conflicts of interest. A provisionally qualified interpreter is one who, upon findings prescribed in the rule, is designated by the judge as eligible to interpret in a criminal or juvenile delinquency proceeding for a period of six months.

B. Language Services Outside the Courtroom

The Superior Court of Sierra County is also responsible for taking reasonable steps to ensure that LEP individuals have meaningful access to services outside the courtroom. This is perhaps the most challenging situation facing court staff, because in most situations they are charged with assisting LEP individuals without an interpreter present. LEP individuals may come in contact with court personnel via the phone, the public counter, or other means.

To facilitate communication between LEP individuals and court staff, the Superior Court of Sierra County uses the following resources to the degree that resources are available:

- Court interpreters,
- Bilingual employees;
- "I Speak" cards, to identify the individual's primary language;
- Multilingual signage with applicable messages posted outside the courtroom;
- Language Line services, which are available to provide assistance in the clerk's office and at the court's self-help center and court mediation services. The Language Line contract services provides interpretation services via the telephone in over 170 languages; and
- Bilingual family court services mediators for custody and visitation matters.

C. Translated Forms and Documents

The California courts understand the importance of translating forms and documents so that LEP individuals have greater access to court services. The Superior Court of Sierra County and the public have access to Judicial Council forms and instructional materials translated into commonly

used languages at www.courts.ca.gov/selfhelp.htm. Interpreters at court hearings are expected to provide sight translations of court documents and correspondence associated with the case.

IV. Bilingual Court Staff

The Superior Court of Sierra County is an equal opportunity employer and recruits and hires bilingual staff to serve its LEP constituents whenever possible. The court also looks for opportunities to include bilingual skills within the services of any contractor that provides self-help assistance.

V. Judicial and Staff Training:

The Superior Court of Sierra County is committed to providing LEP training opportunities for all judicial officers and staff members. Training and learning opportunities currently offered by the Superior Court of Sierra County will be expanded or continued as needed. Those opportunities include:

- Diversity Training;
- Cultural competency training;
- LEP plan training;
- Statewide conferences on language access or conferences that include sessions dedicated to topics on language access, when offered;
- New employee orientation training; and
- Judicial officer orientation on the use of court interpreters and language competency.

VI. Public Notification and Evaluation of LEP Plan

A. LEP Plan Approval and Notification

The Superior Court of Sierra County's LEP plan is subject to approval by the presiding judge and court executive officer. Upon approval, a copy will be forwarded to the Judicial Council, LEP Coordinator. Any revisions to the plan will be submitted to the presiding judge and court executive officer for approval and then forwarded to the Judicial Council. Copies of the Superior Court of Sierra County's LEP plan will be provided to the public on request. In addition, the court will post its LEP plan on its public website, and the Judicial Council will post a link to it on the Judicial Council's public website at www.courts.ca.gov.

B. Annual Evaluation of the LEP Plan

No less than once a year, the Superior Court of Sierra County will review the LEP plan for its effectiveness and make changes or updates to the plan as necessary.

In reviewing the plan the following points will be considered:

- Any related changes in court procedures or in the LEP public's needs;
- Changes in the numbers of LEP persons requesting services;
- Changes in applicable technology that might be made available to the court;
- Review of services and translated materials provided; and
- Consideration of feedback provided about the court's LEP services;

C. Trial Court LEP Plan Contact:

Lee E. Kirby, Court Executive Officer
Superior Court of California, County of Sierra
P.O. Box 476
Downieville, CA 95936
(530) 289-2902
lkirby@sierracourt.org

D. Statewide Language Access Coordinator

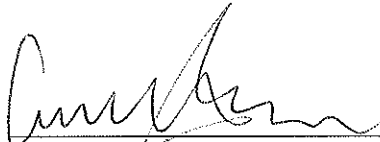
Douglas G. Denton
Supervising Analyst
Language Access Services / Court Operations Services
Judicial Council of California
455 Golden Gate Avenue
San Francisco, CA 94102-3688
(415) 865-7870
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E. LEP Plan Effective Date: February 1, 2009

Updated: September 11, 2017

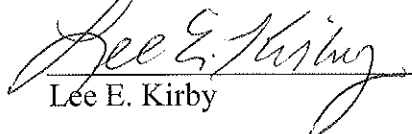
F. Approved by:

Presiding Judge:


Charles H. Ervin

September 11, 2017

Court Executive Officer:


Lee E. Kirby

September 11, 2017

Attachment A to Trial Court Limited English Proficiency Plan

Citations on the Use and Payment of Interpreters in Court Proceedings

Policies for providing interpreters in court proceedings are based on the following Constitutional provisions, case law, and statutory mandates:

- Article 1, section 14 of the California Constitution provides that a: "person unable to understand English who is charged with a crime has the right to an interpreter throughout the proceedings." There is no corresponding right in civil proceedings. *Jam v. Municipal Court* (1978) 21 Cal.3d 181 held that non-English-speaking indigent civil litigants do not have a right to a court interpreter appointed at public expense. However, the court does have the inherent right to waive filing fees if justice so requires.
- *Jara* let stand an earlier opinion, *Gardiana v. Small Claims Court* (1976) 59 Cal.App.3d 412, which held that in small claims proceedings, the court has a statutory duty to appoint an interpreter free of charge if it finds the litigant unable to speak or understand English. *Jara* reasoned that because attorneys are not permitted in small claims proceedings, non-English-speaking small claims litigants without an interpreter are "effectively barred from access to the small claims proceedings." (*Jara, supra*, at 21 Cal.3d 185.) (See also the two bulleted items below regarding interpreters in small claims matters.)
- Witnesses with limited English proficiency must also be provided with an interpreter. Under Evidence Code § 752, the court must appoint an interpreter whenever "a witness is incapable of understanding the English language or is incapable of expressing himself or herself in the English language so as to be understood directly by counsel, court, and jury. . . ." Appointment of a translator is also required whenever "the written characters in a writing offered in evidence are incapable of being deciphered or understood directly." (Evid. Code, § 753.)
- In small claims proceedings, if the court determines that a litigant does not speak or understand English sufficiently to comprehend the proceedings or give testimony and needs assistance in doing so, the court may permit another individual (other than an attorney) to assist that party. (Code Civ. Proc., § 116.550 subd. (a).) If a competent interpreter is not available at the first hearing of the case, the small claims court shall postpone the hearing one time only to allow the party the opportunity to obtain another individual to assist that party. Any additional continuances shall be at the court's discretion. (Code Civ. Proc., § 116.550 subd. (d)). Rule 3.55 of the California Rules of Court provides that any costs for a court-appointed interpreter in a small claims action must be waived upon granting an application for an initial fee waiver.

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Attachment A (continued)

- The Judicial Council provides special funding on a priority basis, and to the degree funding is available, through its Trial Court Improvement fund to allow courts to provide interpreters when a party does not proficiently speak or understand English for the purpose of assisting communications between the party, his or her attorney, and the court for the following civil actions and proceedings in the following priority: Protective order in family law case with domestic violence claim; elder or dependent adult case involving physical abuse or neglect; civil harassment case under CCP § 527.6 subd. (w); unlawful detainer; action to terminate parental rights; conservatorship or guardianship; actions by a parent to obtain sole legal or physical custody of child or visitation; elder/dependent adult abuse not involving physical abuse or neglect or other civil harassment under CCP § 527.6; all other family law (not involving domestic violence/custody/visitation); and all other civil cases. (Evid. Code, § 756). A litigant in a civil case shall pay the interpreters' fees "in proportions as the court may direct..." (Gov. Code, § 68092.)

Attachment B to Trial Court Limited English Proficiency Plan
Multi-Language Continuance Notice
 Superior Court, County of Sierra

English	An Interpreter is not available at this time. Your case is continued and you are ordered to appear on: (DATE): _____ (TIME): _____ (DEPARTMENT) _____
Arabic	المترجم الفوري غير متاح في الوقت الحالي. إن قضيتك مستمرة وقد تم استدعاؤك للحضور في: _____ (التاريخ) _____ (الوقت) _____ (القسم)
Bosnian	Tumač nije dostupan. Vas slučaj se nastavlja i nalaže vam se da dođete: (DATUM) _____ (VRIJEME) _____ (ODJEL) _____
Cambodian	នៅក្នុងពេលនេះ ពុំអាចរកអ្នកបកប្រែភាសានេះ។ សំណុំរឿងរបស់អ្នកនៅតែមានបន្តទៀត ហើយអ្នកទទួលបទបញ្ជា ឆោយឡើងតុលាការ នេះ: (ជូនខ្ញុំឆ្នាំ) _____ (ម៉ោង) _____ (ផ្នែក) _____
Mandarin	翻譯員在這段時間無法出庭。您的訴訟案照常進行，所以您會被指定在以下日期出庭。 (日期) _____ (時間) _____ (地點部門) _____
Croatian	Tumač nije dostupan. Vas slučaj se nastavlja i nalaže vam se da dođete: (DATUM) _____ (VRIJEME) _____ (ODJEL) _____
Armenian	Ներկայիս թարգմանիչով չենք կարող ապահովել Ձեր գործը ընթացքի մեջ էջ եւ դուք պարտավոր եք ներկայանալ: (Ամսաթիվ) _____ (Ժամ) _____ (Բաժանմունք) _____

Multi-Language Continuance Notice
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Hmong	Tus txhais lus tsis tau xyeej tav sim no. Koj rooj lus muab txhais mus lawm thiab koj rhau teem tuaj rau thaum. (NHUBTIM)_____ (SIJHAWM)_____ (CHAV)_____
Japanese	只今通訳者は出廷できません。裁判が延期されましたので、以下の日時に出廷が命じられています: (日付)_____ (時間)_____ (部署)_____
Korean	지금은 통역하실 분이 계시지 않습니다. 귀하의 케이스는 아직도 계속되고 있으며, 귀하는 다음의 지정된 시간에 꼭 출두하셔야만 합니다. (날짜)_____ (시간)_____ (부서)_____
French	L'interprète n'est pas disponible à l'heure actuelle. Votre cause va continuer, donc il faut que vous comparaissez devant le cour le: (DATE)_____ à (HEURE)_____ au (DÉPARTEMENT)_____
Hindi	दुभाषिया इस समय उपलब्ध नहीं हैं। आपका मुकदमा चल रहा है और आपको हाजिर होने का आदेश दिया जाता है इस तारीख को : (तिथि)_____ (समय)_____ (विभाग)_____
Farsi	جمعی در دسترس نیست. مسئله شما ناتمام است و به شما دستور داده میشود که در تاریخ (_____ (بخش) _____ (زمان) _____)
Fijian	E sega ni tiko rawa qo e dua na dau ni vakadewavosa. Ena tomani tikoga na kena rogoci na nomu kisi, o sa vakaroti mo rairai tale mai ena: (Tikini Siga)_____ (Gauna)_____ (Tabana)_____
Laotian	ໃນເວລານີ້ ບໍ່ມີນາຍພາສາໃຫ້ທ່ານ. ເລື້ອງຂອງທ່ານແມ່ນດຳເນີນຕໍ່ໄປ ແລະ ທ່ານ ຖືກສັ່ງໃຫ້ ໄປສເປີໂຕ ໃນນີ້ : (ວັນທີ).....(ເວລາ).....(ຜແນກ).....
Mien	Ih zanc fan waac mien mv kungx. Meinh nyei sic mv ziangx ninh mbuo aengx mbuox meih daaih buangh jiex. (HNOT):_____ (ZIANG HOC)_____ (DORNGX)_____
Punjabi	ਇਸ ਸਮੇਂ ਕੋਈ ਦੁਬਾਸ਼ੀਆ ਮੌਜੂਦ ਨਹੀਂ ਹੈ। ਤੁਹਾਡਾ ਕੇਸ ਅੱਗੇ ਪਾ ਦਿੱਤਾ ਗਿਆ ਹੈ ਅਤੇ ਤੁਹਾਨੂੰ ਹੇਠ ਲਿਖੀ ਤਾਰੀਖ ਨੂੰ ਪੇਸ਼ ਹੋਣ ਦਾ ਹੁਕਮ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ: (ਤਾਰੀਖ)_____ (ਸਮਾਂ)_____ (ਡਿਪਾਰਟਮੈਂਟ)_____

Multi-Language Continuance Notice
Superior Court, County of Sierra

Romanian	<p>Momentan nu avem un interpret disponibil. Cazul dumneavoastră continuă și va trebui să vă prezentați la:</p> <p>(DATA) _____ (ORA) _____ (DEPARTAMENTUL) _____</p>
Russian	<p>В настоящее время мы не можем предоставить вам переводчика. Рассмотрение вашего дела продолжается и вам следует явиться:</p> <p>(ДАТА) _____ (ВРЕМЯ) _____ (ОТДЕЛ) _____</p>
Spanish	<p>Un interpreteer no esta disponible en este momento. Su caso continuara y se le ordena que se presente en:</p> <p>(FECHA) _____ (HORA) _____ (DEPARTAMENTO) _____</p>
Tongan	<p>Koe fakatonulea 'oku 'ikai ke ma'u he taimini. Ko ho'o hopo 'okutoloi kihe eeapea 'oku tu'utu'uni kocu keke foki mai he:</p> <p>(AHO) _____ (TAIMI) _____ (FEITU'U) _____</p>
Urdu	<p style="text-align: center;">اس وقت کوئی ترجمان موجود نہیں ہے۔ آپ کا کیس چل رہا ہے اور آپکو حاضر ہونے کا حکم دیا جا رہا ہے بتاریخ:</p> <p style="text-align: center;">_____ (تاریخ) _____ (بوقت) _____ (شعبہ) _____</p>
Tagalog	<p>Walang maaaring maglingkod bilang iyong Interpreter sa araw na ito. Ang pagdinig sa iyong kaso ay itutuloy at ikaw ay inaatasang humarap sa kinauukulan sa:</p> <p>(PETA) _____ (ORAS) _____ (TANGGAPAN) _____</p>
Samoan	<p>E leai se tagata fa'amatala upu i lenei taimi. O le a toe seti lou fa'amasinoga i se aso fou, o lea la e mana'o mia lou toe sau i le aso lea:</p> <p>(ASO) _____ (TAIMI) _____ (FALE OFFISA, Dept.) _____</p>
Serbian	<p>PREVODILAC NIJE NA RASPOLAGANJU U OVO VRIJEME. VAS SLUCAJ SE NASTAVLJA I VI SE MORATE JAVITI:</p> <p>(DATUM) _____ (VRIJEME) _____ (ODJEL) _____</p>
Ukrainian	<p>Зараз перекладач не має змоги вам допомогти. Розгляд вашої справи триває і вам слід прибути:</p> <p>(ДАТА) _____ (ЧАС) _____ (БІДДІЛ) _____</p>
Vietnamese	<p>Hiện tại chúng tôi không có thông dịch viên. Trường hợp của quý vị được tiếp tục và quý vị được lệnh tới vào ngày:</p> <p>(NGÀY) _____ (GIỜ) _____ (BAN) _____</p>