

STATE OF MICHIGAN 7 TH JUDICIAL CIRCUIT GENESEE COUNTY PROBATE COURT 67 TH DISTRICT COURT 68 TH DISTRICT COURT	LANGUAGE ACCESS PLAN	JOINT LOCAL ADMINISTRATIVE ORDER 2013-07J 2013-03J 2013-03J 2013-03J
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7th Judicial Circuit Court, 900 S. Saginaw St., Flint, MI 48502, (810) 424-4355
 Genesee County Probate Court, 900 S. Saginaw St., Flint, MI 48502, (810) 424-4426
 67th District Court, 630 S. Saginaw St., Flint, MI 48502, (810) 257-3170
 68th District Court, 630 S. Saginaw St., Flint, MI 48505, (810) 766-8968

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. Arabic

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. Albanian
2. Russian
3. Hmong
4. Punjabi

C. Identification of LEP Persons

Court staff use the following methods to identify LEP persons:

1. "I-Speak" Cards
2. "I-Speak" Posters
3. Bi-lingual employee[juvenile probation]
4. Telephone Interpreter Service
5. Request from family or friend accompanying LEP person to court

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:

- Court clerks for each of the courts
- Court security staff at access points
- Information desk(Circuit/Probate)
- Law library(Circuit/Probate)
- Probation departments (67th DC/Circuit- Juvenile Division)
- Friend of the Court

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:

- "I Speak" cards
- " I Speak" posters
- Telephone Interpreter Service
- Bi-lingual employee [juvenile probation]
- In person interpreter

The bi-lingual employee (Spanish) is a juvenile probation officer whose office is located in the same facility as the 67th and 68th District Courts. If necessary, he would be available to provide assistance to the District Courts and assist with determining what additional interpreter services are required.

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:

- n/a

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

- Bi-lingual employee (juvenile probation officer)
- SCAO translated forms
- University of Michigan (Flint) foreign language department
- Mott Community College Hispanic Technology and Community Center
- International Affairs Center (IAC)

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.

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:

- Informational session with language access coordinator
- Copy of local administrative order

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 consulted with the following members of the community in creating its LAP:

- Mott Community College, Hispanic Technology and Community Center
- Internal Affairs Center (IAC), Arabic Community Non-Profit

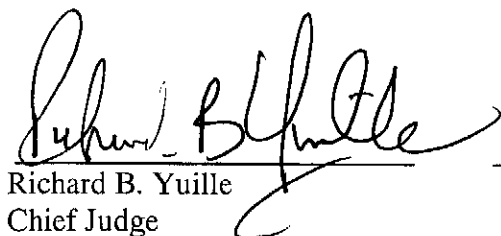
B. Evaluation and Review of the LAP

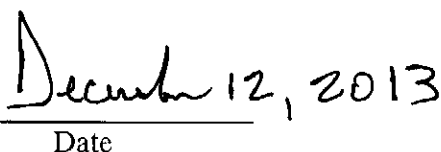
At the direction of SCAO, or on its own initiative, the court will assess whether the LAP needs updating. The LAP will remain in effect unless modified or updated. Review of the following areas may indicate a need to update the LAP:

- Number of LEP persons requesting court interpreters or language assistance
- 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.)
- Viability of identified language services and resources
- Problem areas and corrective action strategies
- Updated census data

The language access coordinators for the courts ensure this plan is followed, advise 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 coordinators 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.

Effective Date: _____


Richard B. Yuille
Chief Judge
Genesee County Courts


Date

**Language Access Coordinator
Contact Information**

This form identifies the court's language access coordinator. The court or language access coordinator will 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):	Trea Poe _____
Bar Number (if appropriate):	N/A _____
Court Number/Name (required):	CO7, Genesee County Circuit Court _____
Court Address:	900 S. Saginaw Street _____
City, State, ZIP:	Flint MI 48502 _____
Phone Number:	810.257.3272 _____
E-mail Address:	tpoe@co.genesee.mi.us _____
Date (required):	11.26.13 _____

Provide the above information to the SCAO regional office.

**Language Access Coordinator
Contact Information**

This form identifies the court's language access coordinator. The court or language access coordinator will 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): James N. Bauer _____
Bar Number (if appropriate): P 55324 _____
Court Number/Name (required): P25, Genesee County Probate Court _____
Court Address: 900 S. Saginaw Street _____
City, State, ZIP: Flint MI 48502 _____
Phone Number: 810.424.4426 _____
E-mail Address: jbauer@co.genesee.mi.us _____

Date (required): 11.21.13 _____

Provide the above information to the SCAO regional office.

**Language Access Coordinator
Contact Information**

This form identifies the court's language access coordinator. The court or language access coordinator will 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):	Sarah Santini _____
Bar Number (if appropriate):	N/A _____
Court Number/Name (required):	67 th District Court _____
Court Address:	630 S. Saginaw Street _____
City, State, ZIP:	Flint MI 48502 _____
Phone Number:	810.424.4390 _____
E-mail Address:	ssantini@co.genesee.mi.us _____
Date (required):	11.19.13 _____

Provide the above information to the SCAO regional office.

**Language Access Coordinator
Contact Information**

This form identifies the court's language access coordinator. The court or language access coordinator will 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):	Helen Davis _____
Bar Number (if appropriate):	N/A _____
Court Number/Name (required):	68 th District Court _____
Court Address:	630 S. Saginaw Street _____
City, State, ZIP:	Flint MI 48502 _____
Phone Number:	810.766.8964 _____
E-mail Address:	hdavis@cityofflint.com _____
Date (required):	11.20.13 _____

Provide the above information to the SCAO regional office.