

# GROSSE POINTE PARK MUNICIPAL COURT

15115 E. JEFFERSON  
GROSSE POINTE PARK, MICHIGAN 48230

Carl F. Jarboe  
Municipal Judge

Criminal (313) 822-4323  
Civil (313) 822-3535  
Traffic (313) 822-4323  
Probation (313) 822-4479  
Fax (313) 822-0016

State Court Administrative Office  
Model Local Administrative Order 42 – Language Access Plan (Rev. 9/13)

Administrative Order 2013 - 03

## 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.

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### **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. Russian
3. Greek

#### 4. French

#### **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. Arabic
2. Albanian

#### **C. Identification of LEP Persons**

Court staff use the following methods to identify LEP persons:

1. "I Speak" Cards at the counter
2. Telephone requests from friends/family members of LEP persons
3. In-person assistance of family/friends with LEP person

### **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 Security at metal detector
- Clerk's office/counter for inquiries, filings, court appearances
- Clerk contact at payment window
- Telephone inquiry for hearings, questions
- Probation Officer has contact during court appearances, screenings, interviews
- Court bailiff has contact in courtroom and in holding cell

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
- Multi-lingual Court Forms from SCAO
- Bi-lingual city employees
- Telephonic interpreter services

- In-person interpreters

### **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 are currently not available to court users.

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

- SCAO website for language forms
- Remote interpretation services through city contracted telephone interpretation service
- Family/friends/volunteers/bi-lingual employees

### **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:

- How to use "I Speak" cards
- How to access the Court's Administrative Order for Language Access

- How to access the Language Access Coordinator for arranging the appropriate language interpreter service

#### **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:

- City of Grosse Pointe Park
- Grosse Pointe Park Public Safety Department

##### **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 identified the name and contact information of the language access coordinator 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: 12/4/13

Date: 12/4/13

Chief Judge Signature: \_\_\_\_\_

Carl F. Jachae 733059