

STATE OF MICHIGAN



SANDRA FERENCE CICIRELLI
CHIEF JUDGE

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CHIEF JUDGE PRO TEMPORE

THE DISTRICT COURT
18TH JUDICIAL DISTRICT
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DAVID R. WIACEK
MAGISTRATE

Administrative Order 2013-0305

It is hereby ordered the State of Michigan, 18th Judicial District Court, Westland, Michigan, in accordance with Supreme Court Order 2013-8, adopts the following Language Access Plan (**LAP**) to provide for the language access needs of its court users:

This LAP is the order for the 18th Judicial District Court to ensure meaningful access to court services for persons with limited English proficiency (**LEP**). A limited English proficient person is one who does not speak English as his/her primary language, and who has a limited ability to read, write, speak, or understand English, and by reason of those limitations, is not able to understand and meaningfully participate in the court process.

The purpose of this plan is to provide the framework for timely and effective language assistance to LEP persons who come in contact with the 18th Judicial District Court.

The 18th Judicial District Court has appointed a language access coordinator (**LAC**) and has advised SCAO of said appointment. The language access coordinator serves as the contact person for the public, court staff, and State Court Administrator's Office concerning this plan, its implementation and administration. The LAP coordinator may be reached by contacting the Court's general number @ 734.595.8720 or through an e-mail at questions18dc@aol.com.

SECTION I-Needs Assessment

A. Census Data

The Court will make every effort and use every available method to provide service to all LEP persons in the court's service area. Using the most recent census data available, the following are the non-English languages most frequently spoken in the court's physical jurisdiction: **Spanish, Chinese, Polish, Arabic, and Gujarati.**

B: Court Experience

Based on court usage, the following are other non-English languages frequently spoken in the court that are not reflected in the census data: **Albanian, Bulgarian, Korean and Vietnamese.**

C: Identification of LEP Persons

Court staff will utilize the following methods to identify LEP person:

1. Show LEP individual "I speak" translation cards with various languages to determine primary language.
2. Provide LEP individual with translated SCAO court forms for client to select primary language.
3. LEP person brings family/friend to assist communicating with court staff.
4. Use bi-lingual staff members to assist in determining primary language.
5. LEP individuals request interpreter services.
6. Court staff inquiries if customer needs assistance if staff senses communication issue.
7. Use telephonic interpretation services to assist in determining primary language and appropriate communication services needed.

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 MCR 1.111.

B. Language Services Outside the Courtroom

The Court/court Staff 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 staff will encounter LEP individuals without an interpreter present. LEP persons may come in contact with court personnel outside the courtroom via:

1. All court personnel encounter LEP persons over the phone for general inquiries, payments, requesting court hearings, or other court related matters.
2. Court staff comes in contact with LEP individuals at lobby/counter windows when the person is checking in for court, making a payment, filing a case, accessing court records, or for general court inquiries.
3. Probation staff encounters LEP clients after a referral from the Judge for a pre-sentence investigation, to monitor bond conditions, for compliance with probation conditions after sentencing, the establishment/monitoring of a payment plan for fines/costs/restitution, and alcohol/drug testing.

4. LEP clients may find it challenging if they are ordered to participate in outside the courthouse programs, i.e., substance abuse/alcohol drugs, AA/NA meetings, or community service.

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 the resources available. The following language services are available:

1. "I speak" cards at the counter, probation, and in the courtrooms to determine the primary language of the individual.
2. In person language interpreters.
3. Remote telephonic interpreter services.
4. Bilingual court staff.
5. SCAO approved court forms.
6. Assistance of friends/family that appear with the LEP individual to handle basic services such as payments, filings, and basic inquiries.

C. Service Referrals

The Court/Court staff will make reasonable efforts to ensure that non-federally funded entities to which the court makes referrals for services for LEP clients has provisions for addressing their needs. The Court will consider viable alternatives if language access is not provided by such a non-federally funded agency.

D. Forms and Documents

The State Court Administrative Office (SCAO) makes selected translated forms available to the courts and public at

<http://courts.michigan.gov/Administration/SCAO/Forms/Pages/default.aspx>.

1. The 18th Judicial District Court has no additional forms that are readily translated.

When in-person interpreters are hired for court proceedings, they are expected to provide sight interpretation of documents for LEP individuals.

2. Courthouse translation for LEP persons:
 - a. The court maintains a list of qualified in-person interpreters.
 - b. The court provides telephonic translation services.
 - c. "I speak" cards are available through the courthouse.
 - d. Bilingual court staff.

E. Other Provisions

The 18th Judicial District Court has no other provisions to provide assistance to LEP persons.

Section III-Training

The Court is committed to training its Judges and court staff, and coordinating with local government officials on providing LEP persons with meaningful access to court services. When the Court provides training sessions to its staff, it will include a component addressing LEP policy and procedure and the court's LAP. The Court is aware that staff members having direct contact with the public are more likely to need in-depth training on LEP policies and procedures.

The Court will work with SCAO and the Michigan Judicial Institute to ensure that all employees are trained on LEP policies and procedures. Training will be offered to assist Judges and staff to: identify and respond to LEP clients; increase awareness of the types of language services available; guide when and how to access these services; and effectively use language services.

The Court provides to Judges and court staff and offers to local government officials, the following training regarding language access:

1. Entire court staff knows how to use remote telephonic services.
2. Staff has been advised of the LAP coordinator, this order, and how to secure appropriate language services through the coordinator.

Section IV-Public Notification and Evaluation of the Language Access Plan (LAP)

A. Language Access Plan Approval and Notification

The Court's LAP has been approved by the State of Michigan State Court Administrative Office (SCAO). The Court will post the approved LAP on its public website (when available) and on other available social media, will post it in a public notification area within the courthouse, and will make copies available to the public upon request.

The Court consulted with the following entities in developing its LAP:

1. Oakwood Annapolis Hospital
2. The Wayne/Westland Community School District
3. Hegira Treatment programs
4. The City of Westland Police Department

B. Evaluation and Review of the LAP

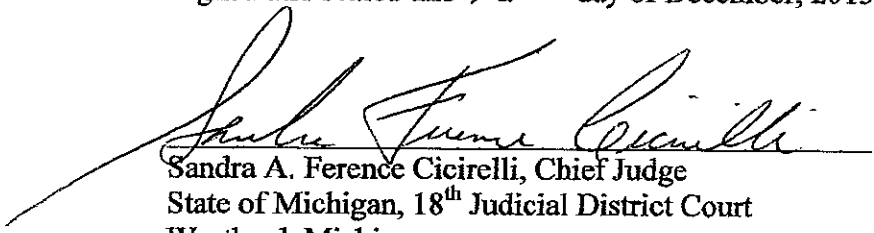
At the direction of SCAO, or on its own initiative, the Court will assess whether the LAP needs updating. This LAP will remain in effect unless modified or updated. A review of the following areas may indicate a need to update the LAP:

1. The number of persons requesting interpreters or language assistance.
2. Funding provided or available for language services.
3. Current language needs to determine if additional services or translated materials should be provided.
4. Feedback from LEP communities within the county/local geographic area.
5. Court staff (turnover, new hires, etc.).
6. Feedback from training sessions provided by the Court, the local government unit, SCAO/MJI.
7. Viability of identified language services and resources.
8. Problem areas and corrective action strategies.
9. Updated census data.

The language access coordinator (LAC) for the 18th Judicial District Court ensures this plan is followed, advises the Court on potential updates to the LAP, and coordinates the language access needs for the Court as they arise. The Court has, in this Order, identified the name, title, and contact information of the LAC and has advised SCAO of same. The Court will notify the Region 1 SCAO office of any changes to the language access coordinator's contact information, or if a new LAC is named.

Effective September 19, 2013.

Signed and sealed this 12th day of December, 2013.



Sandra A. Ference Cicirelli, Chief Judge
State of Michigan, 18th Judicial District Court
Westland, Michigan
734.595.8720