# WRIGHT COUNTY DISTRICT COURT
# LIMITED ENGLISH PROFICIENCY (LEP) PLAN

## I. LEGAL BASIS AND PURPOSE

This document serves as the plan for WRIGHT County District Court to provide services to LEP individuals in compliance with Title VI of the Civil Rights Act of 1964; 45 C.F.R. § 80 et seq; and 28 C.F.R. § 42 et seq. 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 WRIGHT County District Court.

This LEP Plan was developed to ensure equal access to court services for persons with limited English proficiency and hearing impaired persons. Although deaf and hard of hearing individuals are covered under the Americans with Disabilities Act (ADA) rather than Title VI of the Civil Rights Act, they have been included in this plan insofar as they relate to the Minnesota Judicial Branch Court Interpreter Program.

## II. NEEDS ASSESSMENT

### A. Statewide

The State of Minnesota provides court services to a wide range of persons, including people who do not speak English or who are hearing impaired. Service providers include the Minnesota Supreme Court, the Court of Appeals and trial courts in the ten judicial districts.

According to the Minnesota Court Interpreter Program, which tracks court interpreter usage, the most widely used languages for interpreters in Minnesota courts in 2007/08 were (in descending order of frequency):

1. Spanish
2. Somali
3. Hmong
4. American Sign Language
5. Vietnamese

### B. WRIGHT County District Court

WRIGHT County District Court will make every effort to provide service to all LEP persons. However, the following list shows the languages that are most frequently used in the area.

- Spanish
- Somali
- Hmong
- American Sign Language
- Lao

- Khmer, Central
- Russian

This information is based on data from the Minnesota Court Interpreter Program U.S. Census Bureau, Minnesota Demographer, and Personal Experience

## III. LANGUAGE ASSISTANCE RESOURCES

### A. Interpreters Used In the Courtroom

By Minnesota statute, it is "the policy of this State that the constitutional rights of persons disabled in communication cannot be fully protected unless qualified interpreters are available to assist them in legal proceedings." Minn. Stat. § 611.30 (2006). A person "disabled in communication" is one who, because of difficulty in speaking or comprehending the English language, is unable to fully understand the proceedings in which the person is required to participate, or when named as a party to a legal proceeding, is unable by reason of the deficiency to obtain due process of law. Minn. Stat. §§ 546.42; 611.31 (2006).

In the WRIGHT County District Court, sign language interpreters will be provided at court expense for all deaf court customers in compliance with the Americans with Disabilities Act. Spoken language interpreters will be provided at no cost to the court customers who are "disabled in communication" under the following circumstances:

- Interpreters will be provided at no cost for litigants and witnesses in criminal hearings;
- Interpreters will be provided at no cost for litigants and witnesses in civil hearings
- Interpreters will be provided at no cost for litigants and witnesses in juvenile hearings; and
- Interpreters will be provided at no cost for litigants and witnesses in child support hearings.
- Interpreters will be provided at no cost for litigants and witnesses in family court hearings;
- Interpreters will be provided at no cost for litigants and witnesses in probate court hearings; and
- Sign language interpreters will be provided at no cost for jurors.

In addition

- Assisted hearing devices for public members wishing to observe court hearings are provided.
- Interpreter conferencing devices for litigants and witnesses appearing in all types of courts are available.

Alternatively, Minnesota Statutes Section 611.33, subd. 3 requires that "[p]ayments for any activities requiring interpreter services on behalf of law enforcement, the board of public defense, prosecutors, or corrections agents other than court appearances is the responsibility of the agency that requested the services."

### 1. Determining the Need for an Interpreter in the Courtroom

There are various ways that the WRIGHT County District Court will determine whether an LEP court customer needs an interpreter for a court hearing. First, the LEP person may request an interpreter or someone on their behalf may request an interpreter. The WRIGHT County District Court displays a sign translated into Minnesota's eleven most frequently used languages which states: "*You may have the right to a court-appointed interpreter in a court case. Please ask someone at the court information desk.*" The WRIGHT County District Court displays this sign at the following location: At the entrance to the court area, directly across from the front counter staff, located next to other signage directing the public.

Second, court personnel and judges may determine that an interpreter is appropriate for a court hearing. 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. Therefore, when it appears that an individual has any difficulty communicating, the court administrator or judge should err on the side of providing an interpreter to ensure full access to the courts.

Third, the Minnesota Court Information System (MNCIS), which is the statewide case management system, will track interpreter needs through case records and party records. Case record interpreter flags will assist staff in making sure that they know an interpreter is needed for the next hearing on a particular case. Party record interpreter information stays with the party and would be available statewide for future filings and party search results for that same individual.

Fourth, we utilize an outlook calendar to determine interpreter pre-scheduled attendance dates and best fit add on cases more quickly into the court system without unduly delaying the process to benefit the LEP participant. This system is located on each of the court computers for the best possibility of usage by staff in working with each of our individual cases.

Fifth, assigned Spanish courtroom interpreters make sure, during the period that they are assigned in Wright County, within the two hour minimum, that there are no unknown additional needs, by checking in every courtroom and checking the hallways prior to completing their work for Wright County Courts. This is a way to handle needs without additional costs to the court.

Finally, outside agencies such as probation, attorneys, social workers or correctional facilities notify the court about an LEP individual's need for an interpreter for an upcoming a court hearing using the following methods: Telephone or email contact when scheduling hearings, especially on "in custody hearings" for all divisions is the main methods of notification. Specifically related to the juvenile division on child protection matters, our County Attorney notifies us of the language barriers after receiving information from law enforcement or social

workers. Occasional direct email communication from law enforcement persons working in the local jail has been intermittently reminded and is normally received, as the quickest means to secure needed resources. Various inter-justice agency meetings or direct phone call reminders to various divisions stressing the importance of early notification to secure the appropriate services are initiated by Wright County Court Administration

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## 2. Court Interpreter Qualifications

The WRIGHT County District Court through Washington County representatives, (with the exception of extremely short notice matters, in which Wright County carries out all procedures noted in this entire section) hire interpreters for courtroom hearings in compliance with the rules and policies set forth by the Minnesota Court Interpreter Program (CIP) and Rule 8 of the General Rules of Practice for the District Courts. The CIP maintains a statewide roster of interpreters who may work in the courts. This roster is available to court staff on CourtNet and the Minnesota Judicial Branch website. Interpreters on the roster have passed the court's ethics exam, attended an orientation session and signed a sworn affidavit of professional responsibility. In accordance with Rule 8, the WRIGHT County District Court appoints, via Washington County representatives, "certified" interpreters when available. To be certified, an interpreter must first meet the requirements to be on the roster, and secondly must pass a rigorous exam testing linguistic and interpreting skills. Minnesota court certified interpreters are currently available in the following languages: Spanish, Hmong, American Sign Language, Vietnamese, Russian and Mandarin Chinese. When the Washington County District Court representative has made a "diligent" effort to find a certified court interpreter and none is available, the Washington County District Court representative then seeks a non-certified court interpreter who is on the statewide roster.

In compliance with Rule 8, the Washington County District Court representatives appoint non-certified interpreters who are not listed on the roster only when certified and rostered interpreters are unavailable. Whenever a non-certified interpreter is used in the courtroom, judges are encouraged to inquire into the interpreter's skills, professional experience, and potential conflicts of interest.

As a last resort, the WRIGHT County District Court may also use interactive television (ITV) or telephone interpreting if no interpreters are available in person. Wright County Court has access and appropriate passwords to the Language Line and have utilized this resource in extreme circumstances in a courtroom setting. Bilingual staff members who are not on the statewide roster are never used to interpret in court. However, they may assist in securing an interpreter if necessary.

More information on court interpreters is available to court personnel in the "Best Practices Manual on Interpreters in the Minnesota State Court System," published and maintained by the State Court Administrator's Office, available at http://www.mncourts.gov/?page=463 .

## B. Spoken Language Services Outside The Courtroom

The WRIGHT County District Court 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. LEP individuals may come in contact with court personnel via the phone, counter or other means, including interviews for public defender eligibility, letters sent by mail, phone calls and front counter service. To that end, the WRIGHT County District Court has the following resources to help LEP individuals and court staff communicate with each other: **(See #7)**:

- Bilingual staff from the courts, and other county departments, for face to face and telephone contacts.
- Language line for face to face conversations or phone calls.
- TTY (attachment B at the end of this plan)
- I speak cards (attachment A at the end of this plan) when court staff are unaware of what language the customer speaks.
- Translated signage in public corridor.
- If available, and for administrative services only, staff may utilize the assistance of an accompanying friend or family member to interpret general information. This is only an option, if agreeable to the client, it will not violate the client's rights to confidentiality, there is no obvious conflict of interest, and the family/friend can demonstrate that he/she understands the information being communicated.
- Free on line translating services may be used for simple immediate communicative needs. These help in translating an English statement into a foreign language in written form.
  www.freetranslation.com
  http://translation2.paralink.com
  Http://world.altavista.com
  http://www.worldlingo.com/en/products_services/worldlingo_translator.html

- A Spanish/English glossary is available at
  http:/www.nccourts.org/Citizens/CPrograms/Foreign/Documents/Clerks_Manual.pdf

- Translated Spanish Phrases – (attachment D at the end of this plan)

## C. Translated Forms & Documents

The Minnesota Courts understand the importance of translating forms and documents so that LEP individuals have greater access to the courts' services. The WRIGHT County District Court currently has the following forms translated into commonly used languages:

- Criminal Court Forms have been translated into Cambodian, Hmong, Lao, Russian, Somali, Spanish and Vietnamese. These forms include Rule 15 Plea Petitions (Felony and Gross Misdemeanor); Felony, Gross Misdemeanor, Misdemeanor, and Petty Misdemeanor Statements of Rights; Gross Misdemeanor DUI Statement of Rights; Probation Violation Statement of Rights

- Statement of Rights for First Court Appearance on Paternity Proceedings: Cambodian, Hmong, Lao, Russian, Somali and Spanish

- Domestic Abuse forms have been translated into Spanish, Somali, Hmong, Vietnamese, Russian, Lao, Arabic, Oromo and Khmer. These include: Instructions to apply for an Order for Protection; Petitioner's Affidavit and Petition for Order for Protection; Notice to Petitioner; Petitioners Information Sheet; Law Enforcement Information Sheet; Domestic Abuse Instruction Sheet; Respondents Petition for Hearing; Affidavit and Motion to Modify Order for Protection: and Application for Extension for Order for Protection; Notice of Change of Address.

- Delayed or rescheduled hearing forms are available in Amharic, Arabic, Chinese, Hmong, Khmer, Laotian, Oromo, Russian, Serbo-Croatian, Somali, Spanish, and Vietnamese (attachment C at the end of this plan)

These translated forms are available on CourtNet for internal use, and available to the general public at:http://www.courts.state.mn.us/forms/Default.aspx:pageID=9007&activeLink=138

When interpreters are hired for hearings, they are expected to provide sight translations for corresponding documentation to LEP individuals.

## IV. TRAINING

The Minnesota Courts are committed to providing LEP training opportunities for all staff members who come in contact with LEP individuals. All new Minnesota Judicial Branch employees undergo training on using interpreters and serving LEP customers at the mandatory Judicial Branch Orientation. Additionally, all new judges elected or appointed to the state court bench are trained on interpreter issues at the New Judge Orientation. Training opportunities specifically provided in the WRIGHT County District Court include:

- Annual viewing of "Breaking Down the Language Barrier" a video training tool provided by the Department of Justice, which is a requirement of all Court Administration staff.
- Instruction on and receipt of a personal copy of the LEP Plan for each Court Administration staff member.
- Participation offered at training put on EOD, a department of State Court Administration.
- Intermittent email instructions/training, or staff meeting topics/training related to LEP, which are communicated and documented throughout the year.
- Intermittent reminders and training of procedures for feedback/complaint form, for deaf and hard of hearing persons to better provide quality services and access to justice.
- Intermittent training of staff on hearing impaired listening devices for the courtroom for litigants, jurors, or court employees. Designated staff persons are appointed as the keepers of the equipment/problem solvers, so that all LEP persons are offered useful tools, and no confusion takes place due to improper instructions to the LEP person.
- Wright County has two local members on the race bias elimination team. That results in some inherent benefits to Wright County in the way of information sharing.

## V. PUBLIC NOTIFICATION AND EVALUATION OF LEP PLAN

### A. LEP Plan Approval & Notification

The WRIGHT County District Court's LEP Plan has been approved by the District Administrator, and a copy has been forwarded to the State Court Administrator's Office (SCAO). Any revisions to the plan shall be submitted to the District Administrator for approval, and then forwarded to the SCAO. Copies of WRIGHT County District Court's LEP plan will be provided upon request. In addition, WRIGHT County District Court will post this Plan on its website, and the SCAO will post it on the Minnesota Judicial Branch's public website.

### B. Evaluation of the LEP Plan

The WRIGHT County District Court will review this Plan on a periodic basis to determine whether changes are required. This assessment may be done by tracking the number of interpreters requested by language in the courts, or by other methods.

Any revisions made to the Plan will be communicated to all court personnel, and an updated version of the plan will be posted on the court's website. Additionally, it will be posted on the Judicial Branch's public website.

Each year the statewide Court Interpreter Program Coordinator will coordinate with the judicial district interpreter liaisons to review the effectiveness of the LEP Plan. The evaluation will include identification of any problem areas and development of required corrective action strategies. Elements of the evaluation may include:

- Number of LEP persons requesting court interpreters in Minnesota Courts;
- Assessment of current language needs to determine if additional services or translated materials should be provided;
- Assessing whether staff members adequately understand LEP policies and procedures and how to carry them out; and
- Gathering feedback from LEP communities around the state.

The effective date of this LEP plan is September 15, 2008.

LEP Contact Persons

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Submitted by: Sharon Schubert, Court Operations Supervisor for Wright County

Approved [illegible] 8/11/08

# ATTACHMENT A – "I SPEAK" CARDS

Kuv xav tau ib tug Hmoob
pab txhais lus rau kuv.

**I need a Hmong interpreter**

ខ្ញុំត្រូវការអ្នកបកប្រែភាសាខ្មែរ

**I need a Khmer interpreter.**

ຂ້າພະເຈົ້າ ຕ້ອງການ ລ່າມແປພາສາລາວ

**I need a Lao interpreter**

Мне нужен русский переводчик.

**I need a Russian interpreter.**

**Turjumana afan Oromiffa enbarbana.**

**I need an Oromiffa interpreter.**

**Ja treban Srpsko-Hrvatskog prevodioca.**

**I need a Serbo-Croatian interpreter.**

Waxaan u baahnahay tarjubaan
Somali ah.

**I need a Somali interpreter.**

Necesito servicios de intérprete
en español.

**I need a Spanish interpreter.**

Tôi cần thông dịch viên tiếng Việt.

**I need a Vietnamese interpreter.**

انا احتاج مترجم عربي

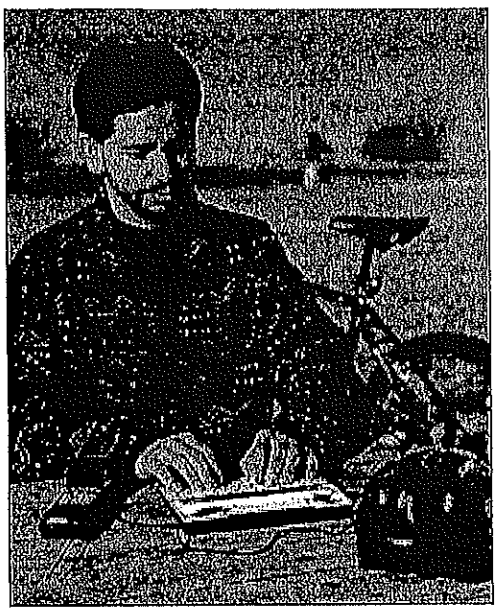
**I need an Arabic interpreter**

# AboutTTY.com

The power of connecting



## What is a TTY?



TTY stands for Text Telephone. It is also sometimes called a TDD, or Telecommunication Device for the Deaf. TTY is the more widely accepted term, however, as TTYs are used by many people, not just people who are deaf.

A TTY is a special device that lets people who are deaf, hard of hearing, or speech-impaired use the telephone to communicate, by allowing them to type messages back and forth to one another instead of talking and listening. A TTY is required at both ends of the conversation in order to communicate.

To use a TTY, you set a telephone handset onto special acoustic cups built into the TTY (some TTY models can be plugged directly into a telephone line). Then, type the message you want to send on the TTY's keyboard. As you type, the message is sent over the phone line, just like your voice would be sent over the phone line if you talked. You can read the other person's response on the TTY's text display.

If you don't have a TTY, you can still call a person who is deaf, hard of hearing, or speech-impaired by using the Telecommunications Relay Service (TRS). With TRS, a special operator types whatever you say so that the person you are calling can read your words on his or her TTY display. He or she will type back a response, which the TRS operator will read aloud for you to hear over the phone. Toll free TRS services are available 24 hours a day, 365 days a year.

You can visit the **Ultratec** website for information about a wide range of TTYs for home, office and personal use. Or, visit these **great online stores** for all your assistive device needs.

Attachment C

# Interpreter Case - Delayed or Rescheduled Hearing

**English**

1. Your hearing is delayed because we are waiting for the interpreter. Please stay here until you are given further instructions.
2. Your hearing will not occur today because no interpreter is available. We will send you the date and time of your next hearing by mail.
3. Your hearing will not occur today because no interpreter is available. Your hearing has been rescheduled. You must return to court on _____ (month) _____ (day) _____ (year) at _____ (time).

**Amharic**

1. ትርጁማን በመጠበቅ ላይ ስለሆን፣ ጉዳይዎ ዘግይቶ ይሰማል። እባክዎን፤ ተጨማሪ ማብራሪያ እስክያገኙ ድረስ እዚህ ይጠብቁ።
2. ትርጁማን ስላልተኘ፣ ጉዳይዎ ዛሬ አይሰማም። የሚሰማበት ቀንና ሰዓት በደብዳቤ እናስታውቅዎታለን።
3. ትርጁማን ስላልተኘ፣ ጉዳይዎ ዛሬ አይሰማም። ጉዳይዎ ለሌላ ጊዜ ተላልፏል። በ_____ (ወር) _____ (ቀን) _____ (ዓመተ ምህረት) በ_____ (ሰዓት) ወደ ፍርድ ቤት ይመለሱ።

**Arabic**

1- تم تأخير جلستك لأننا ننتظر المترجم. يرجى البقاء هنا لحين إعطائك تعليمات أخرى.
2- لن يتم عقد جلستك اليوم لعدم وجود مترجم. سوف نرسل لك تاريخ ووقت جلستك التالية بالبريد.
3- لن يتم عقد جلستك اليوم لعدم وجود مترجم. وقد تم تحديد موعد جديد لجلستك. يجب أن تعود إلى المحكمة بتاريخ _____ (الشهر) _____ (اليوم) _____ (السنة) _____ (الساعة).

**Chinese (Simplified)**

1. 由于我们正在等待口译员，你的听证推迟了。请留在这里，等待指示。
2. 由于没有口译员，你的听证今天不进行。我们会寄信通知你下次听证的日期和 时间。
3. 由于没有口译员，你的听证今天不进行。你的听证已经重新安排日期。你必须于_____月_____日_____年 _____ 准时到庭。

**Hmong**

1. Lub sijhawm yuav hais koj rooj plaub ntug raug muab ncua lawm vim peb tseem tos tus neeg txhais lus. Thov nyob qhov no twj ywm kom txog thaum qhia rau koj seb yuav ua li cas ntxiv mus.
2. Hnub no yuav tsis hais koj rooj plaub ntug vim tsis muaj tus neeg txhais lus. Peb mam li sau ntawv tuaj qhia rau koj seb hnub thiab lub sijhawm twg thiaj yuav rov hais koj rooj plaub ntug tom ntej.
3. Yuav tsis hais koj rooj plaub rau hnub no vim tsis muaj tus neeg txhais lus. Koj rooj plaub raug rov muab teem dua rau lwm lub sijhawm lawm. Koj yuav tsum rov qab tuaj rau hauv chav hais plaub thaum lub _____ (hli) _____(hnub) _____ (xyoo) thaum _____ (teev).

**Khmer**

1. សវនាការរបស់លោកអ្នកត្រូវពន្យារពេល ពីព្រោះយើងកំពុងតែចាំអ្នកបកប្រែ។ សូម នៅទីនេះសិន រហូតដល់ពេលលោកអ្នកបានទទួលបញ្ជាបន្ថែមទៀត។
2. សវនាការរបស់លោកអ្នក នឹងមិនត្រូវបានធ្វើនៅថ្ងៃនេះទេ ពីព្រោះគ្មានអ្នកបកប្រែ។ យើងនឹងធ្វើសំបុត្រប្រាប់ពី ថ្ងៃ ខែ និងពេលម៉ោង នៃសវនាការលើកក្រោយទៅលោកអ្នក។
3. សវនាការរបស់លោកអ្នក នឹងមិនត្រូវបានធ្វើនៅថ្ងៃនេះទេ ពីព្រោះគ្មានអ្នកបកប្រែ។ សវនាការរបស់លោកអ្នក បានត្រូវកំណត់ពេលថ្មីឡើងវិញ។ លោកអ្នកត្រូវត្រឡប់ មកតុលាការវិញនៅ (ខែ)_____(ថ្ងៃ)_____(ឆ្នាំ)_____ នៅ (វេលាម៉ោង)_____។

**Laotian**

1. ການຟັງຄວາມຂອງທ່ານຖືກເລື່ອນອອກໄປ ຍ້ອນວ່າ ພວກເຮົາກຳລັງລໍຖ້າການຍາມພາສາ. ກະຣຸນາຖ້າຢູ່ບ່ອນນີ້ ຈົນກວ່າ ທ່ານຈະໄດ້ຮັບຄຳແນະນຳຕໍ່ໄປ.
2. ການຟັງຄວາມຂອງທ່ານຈະບໍ່ເກີດຂຶ້ນໃນມື້ນີ້ ຍ້ອນວ່າບໍ່ມີການຍາມພາສາມາຊ່ວຍແປ. ພວກເຮົາຈະສົ່ງຈົດໝາຍເຖິງທ່ານເພື່ອແຈ້ງວັນແລະເວລາຂອງການຟັງຄວາມຂອງທ່ານຄັ້ງຕໍ່ໄປ.
3. ການຟັງຄວາມຂອງທ່ານຈະບໍ່ເກີດຂຶ້ນໃນມື້ນີ້ ຍ້ອນວ່າບໍ່ມີການຍາມພາສາມາຊ່ວຍແປ. ການຟັງຄວາມ ຂອງທ່ານຈະຖືກຈັດຕາຕະລາງໃໝ່. ທ່ານຕ້ອງກັບຄືນມາທີ່ສານໃນ _____ (ເດືອນ) _____ (ວັນທີ) _____ (ປີ) _____ (ເວລາ).

# Interpreter Case - Delayed or Rescheduled Hearing

### Oromo

1. Nama afaan hiiku waan eegaa jirruuf dhageettiin dhimma keetii dhabbaseera. Amma waan tahu sitti beeksifnutti adaraa addanuma turi.
2. Namni affaan hiiku waan dhabameef dhimma kee har'a dhaga'uu hin dandeenye. Gara fuula duraatti guyyaa fi yeroo dhageettiin dhimma keetii itti tahu karaa xalayaa sitti beeksifna.
3. Namni affaan hiiku waan dhabameef dhimma kee har'a dhaga'uu hin dandeenye. Dhageettiin dhimma keetii deebi'ee baallamameera. Mana murtiitti deebi'uu qabda gaafa _____ (baatii) _____ (guyyaa) _____ (bara) sa'aa _____tti.

### Russian

1. Слушание по Вашему делу задерживается, потому что мы ждем переводчика. Пожалуйста, оставайтесь здесь, пока не получите дополнительных указаний.
2. Слушания по Вашему делу сегодня не будет в связи с отсутствием переводчика. Мы направим Вам почтой уведомление о дате и времени следующего слушания по Вашему делу.
3. Слушания по Вашему делу сегодня не будет в связи с отсутствием переводчика. Слушание Вашего дела перенесено. Вам следует вернуться в суд _____ (месяц) _____ (день) _____ (год) к _____ (время).

### Serbo-Croatian

1. Vaša sudska rasprava je odgođena zbog toga što čekamo na prevodioca. Molimo Vas da pričekate do daljnjega.
2. Vaša sudska rasprava se neće održati danas zbog nedostatka prevodioca. Mi ćemo Vam poslati datum i vrijeme Vaše slijedeće sudske rasprave poštom.
3. Vaša sudska rasprava se neće održati danas zbog nedostatka prevodioca. Vaša sudska rasprava ja zakazana za drugo vrijeme. Vi se morate vratiti na sud_____(mjesec) _____(dan) _____(godina) u _____(vrijeme).

### Somali

1. Dhegaysigaaga waxaa dib loogu dhigay inta aan ka sugayno turjubaanka. Fadlan meeshaan sii joog illaa inta ay arrimo kale ka soo kordhaan.
2. Dhegaysigaaga waa la baajiyay maanta waxaana sabab u ah in la la'yahay qof wax turjuma. Waxaan boostada kuugu soo diraynaa taariikhda iyo wakhtiga dambe ee la qaban doono dhegaysigaaga.
3. Dhegaysigaaga waa la baajiyay waxaana sabab u ah in la la'yahay qof wax turjuma. Wakhti kale ayaa dhegaysigaaga loo qabtay. Waxaa shardi ah in aad maxkmadda ku soo laabatid _____ (bisha) _____ (maalinta) _____ (sanadka) _____ (wakhtiga).

### Spanish

1. Su audiencia está retrasada; estamos esperando al intérprete. Permanezca aquí hasta que reciba nuevas instrucciones.
2. Su audiencia no se llevará a cabo hoy; no hay un intérprete disponible. Le enviaremos por correo la fecha y la hora de su próxima audiencia.
3. Su audiencia no se llevará a cabo hoy; no hay un intérprete disponible. Su audiencia ha sido programada para otra fecha. Debe regresar al tribunal en _____ (mes) _____ (día) de _____ (año) a la(s) _____ (hora).

### Vietnamese

1. Buổi điều trần của quý vị bị trì hoãn vì chúng tôi đang chờ thông dịch viên. Xin vui lòng ở lại đây cho tới khi quý vị được chỉ dẫn thêm.
2. Hôm nay buổi điều trần của quý vị sẽ không diễn ra vì không có thông dịch viên. Chúng tôi sẽ gửi thư thông báo qua đường bưu điện về ngày giờ của buổi điều trần tiếp theo.
3. Hôm nay buổi điều trần của quý vị sẽ không diễn ra vì không có thông dịch viên. Buổi điều trần của quý vị đã được dời sang ngày giờ khác. Quý vị phải trở lại tòa án vào _____(tháng)_____(ngày) _____(năm) vào lúc _____(giờ).

**Attachment D**
**Commonly Used Spanish Phrases**

| | |
|---|---|
| Buenos dias. Buenas tardes | Good morning. Good afternoon |
| Le puedo ayudar? | May I help you? |
| Si | Yes, I would like help please. |
| Habla usted Ingles? | Do you speak English? |
| No, no hablo ingles | No. No I don't speak English. |
| | |
| Mi nombre es ____ | My name is _____ |
| Trabajo por la corte. | I work for the court. |
| | |
| Tiene sus paples de corte? | Do you have court papers? |
| Si | Yes, |
| Qual es su nombre? | What is your name? |
| Mi nombre es _____ | My name is _____ |
| Escribe lo por favor. | Write it down please. |
| | |
| Usted esta aqui para corte or una audiencia? | Are you here for a hearing? |
| Usted esta aqui para poner su fianza? | Are you here to post bail? |
| Usted esta aqui para pagar su multa? | Are you here to pay a fine? |
| Usted esta aqui para archivar documentos? | Are you here to file documents? |
| Poner en libertad bajo fianza | Release with bail |
| | |
| Tiene usted citacion? | Do you have a citation? |
| Tiene usted chargos criminales? | Do you have a criminal charge? |
| Tiene usted un caso civil? | Do you have a civil case? |
| | |
| Usted tiene un abobado? | Do you have an attorney? |
| | |
| Usted necesita un interprete? | Do you need an interpreter? |
| Sigue me por favor. | Follow me please. |
| Usted necesita registrase con la corte. | You need to sign in with the court. |
| | |
| No entiendo. | I do not understand. |
| Por favor, hable despacio. | Speak more slowly, please. |
| Solo hablo un poco de espanol.. | I only speak a little Spanish. |
| | |
| Por favor, gracias, si, no | Please, thank you, yes, no |
| | |
| El juez | Judge |
| El fiscal | County or city attorney |
| Defenso publico | Public defender |