

**YELLOW MEDICINE COUNTY DISTRICT COURT
LIMITED ENGLISH PROFICIENCY (LEP) PLAN**

I. LEGAL BASIS AND PURPOSE

This document serves as the plan for YELLOW MEDICINE 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 YELLOW MEDICINE 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 2004 were (in descending order of frequency):

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

B. YELLOW MEDICINE County District Court

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

- Spanish – Summary Report from MN Court Interpreter Program and personal knowledge
- Somali – Summary Report from MN Court Interpreter Program – from personal knowledge: This language was only used in a couple of cases during the year.

- Hmong – Personal knowledge as this will be appearing in reports for the court in the coming year and is appearing on the information from the Minnesota Department of Education.

This information is based on data from the Minnesota Court Interpreter Program and the Yellow Medicine County specific report, from personal knowledge, from local law enforcement and family service information. The language information from the Minnesota Department of Education reflects that Spanish is the most frequently used foreign language throughout the county. Additionally, they show German, and Chinese exist in their environment. Those two languages have not yet appeared in our court setting.

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 handicapped in communication cannot be fully protected unless qualified interpreters are available to assist them in legal proceedings.” Minn. Stat. § 611.30 (2004). A person “handicapped 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, 358.02 (2004).

In the YELLOW MEDICINE 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 “handicapped 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 juvenile hearings;
- Interpreters will be provided at no cost for litigants and witnesses in child support hearings; and
- The payment for spoken language interpreters for litigants and witnesses in civil hearings will be determined at the discretion of the officiating judge.

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 YELLOW MEDICINE 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. The YELLOW MEDICINE 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 YELLOW MEDICINE County District Court displays this sign at the following location: On the wall in the Court Administration hallway – viewable to anyone walking into the office for court check-in or other court business.

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, tracks interpreter needs through case records and party records. Case record interpreter flags 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 is available statewide for future filings and party search results for that same individual.

Finally, outside agencies such as probation, attorneys, social workers or correctional facilities may notify the court about an LEP individual's need for an interpreter for an upcoming a court hearing. Law enforcement has been asked to make a notation on all tickets as to language needs other than English. The County Attorney and Family Services have also been asked to include any language needs in any petition or complaint they file with the court.

2. Court Interpreter Qualifications

The YELLOW MEDICINE County District Court hires 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 Supreme Court's web site. 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 YELLOW MEDICINE County District Court appoints "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, and Russian. When the YELLOW MEDICINE County District Court has made a "diligent" effort to find a certified court interpreter and none is available, the YELLOW MEDICINE County District Court then seeks a non-certified court interpreter who is on the statewide roster.

In compliance with Rule 8, the YELLOW MEDICINE County District Court appoints 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 YELLOW MEDICINE County District Court may also use interactive television (ITV) or telephone interpreting if no interpreters are available in person. Bilingual staff 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.

B. Spoken Language Services Outside The Courtroom

The YELLOW MEDICINE 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. All staff in Yellow Medicine County answer telephones and assist at the counter. Often additional paperwork needs to be completed prior to the courtroom, such as public defender applications. Staff will obtain the appropriate translated form and connect via telephone with an interpreter to work through the form with the LEP individual and the interpreter. They spend whatever time is needed in a conference room assisting with the completion of the forms. To that end, the YELLOW MEDICINE County District Court has the following resources to help LEP individuals and court staff communicate with each other:

- When court staff does not know what language a customer is speaking, they use "I Speak" cards which are available in forty languages to identify the appropriate language
- The language chart posted in the hallway is also helpful for check-in during arraignment sessions as court staff can have LEP individuals point to one of the eleven languages on the chart to identify the appropriate language.
- The 8th District has an in-house Spanish interpreter who is always willing to assist via telephone or ITV when contacted by court staff for assistance at the counter, filling out forms, or just interpreting questions for LEP individuals.
- If the in-house Spanish interpreter is unavailable or the language is other than Spanish, court staff may use the Language Line.
- In order to meet simple immediate communicative needs, court staff may use free online translating services such as www.freetranslation.com, <http://translation2.paralink.com>, <http://world.altavista.com/>, or http://www.worldlingo.com/en/products_services/worldlingo_translator.html in an effort to figure out exactly what the LEP individual needs. This helps translate an English statement into a foreign language in written form that they can provide the LEP individual.

- The Spanish/English glossary from the North Carolina Court has been saved for use by court staff in a shared computer drive under H:/Forms/Forms-All/Interpreter/Spanish-English glossary from NC. A copy is also available for court staff at the counter.

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 YELLOW MEDICINE 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; Petitioner's Information Sheet; Law Enforcement Information Sheet; Domestic Abuse Instruction Sheet; Respondent's Petition for Hearing; Affidavit and Motion to Modify Order for Protection; and Application for Extension of Order for Protection; Notice of Change of Address.

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. Training opportunities specifically provided in the YELLOW MEDICINE County District Court include:

- Court staff are instructed about LEP policies and procedures, as described in this LEP Plan, on an annual basis. This plan is available to them at any time under shared drive H:/Reports/Admin/LEP Plan YMC.
- Court staff will review “Breaking Down the Language Barrier,” a video training tool provided by the Department of Justice that has just been provided to us by State Court Administration.
- Training will be offered by the Educational and Organizational Development Department of the State Court Administrator’s Office on ways to better identify LEP individuals, identify linguistic needs, and communicate despite language barriers.
- Cultural specific training has been provided in the past through 8th District Education. Any future offerings for training through the 8th District or the county will be accepted and attended by court staff.

V. PUBLIC NOTIFICATION AND EVALUATION OF LEP PLAN

A. LEP Plan Approval & Notification

The YELLOW MEDICINE 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 will be submitted to the District Administrator for approval, and then forwarded to the SCAO. Copies of YELLOW MEDICINE County District Court’s LEP plan will be provided upon request. In addition, YELLOW MEDICINE County District Court will post this Plan on its website, and the SCAO will post it on the Supreme Court’s public website.

B. Annual Evaluation of the LEP Plan

The YELLOW MEDICINE County District Court will conduct an annual needs assessment to determine whether changes to the LEP plan 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 web site. Additionally, it will be posted on the Supreme Court’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 will 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.

LEP Contact Person

State Contact:

Katrin Johnson
Court Interpreter Program Coordinator
25 Rev. Dr. Martin Luther King Blvd.
Suite 105
Saint Paul, MN 55155
Katrin.Johnson@courts.state.mn.us
Tel: 651-215-0046

Local Contact:

Sherilyn A. Hubert
Court Administrator
415 9th Avenue
Granite Falls MN 56241
320-564-3325

The effective date of this LEP plan is _____11-30-2005_____.

Reports/Admin/LEP Plan YMC