

# DISTRICT COURT - 35TH JUDICIAL DISTRICT

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CHIEF DISTRICT JUDGE

JOE BARONE  
DISTRICT JUDGE



MICHAEL J. GEROU  
CHIEF JUDGE PRO TEM

JENNIFER LADA  
COURT ADMINISTRATOR

Administrative Order 2025 - \_\_

THIS ADMINISTRATIVE ORDER RESCINDS ADMINISTRATIVE ORDER 2013 - 04

## **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 the State Court Administrative Office (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 according to the most recent U.S. Census data.

1. Spanish or Spanish Creole
2. Russian
3. Polish
4. Korean

5. Chinese
6. Vietnamese
7. 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. Japanese
3. Punjabi
4. Gujarati

**C. Identification of LEP Persons**

Court staff use the following methods to identify LEP persons:

1. We have "I Speak Flashcard" at security desk and at all the cashier windows
2. Court staff will ask if LEP needs assistance.
3. LEP appear at court with a family member or friend that speaks on their behalf.
4. Court staff shows them translated Advice of Rights to determine which language they need.
5. Police agencies notify court staff of interpreter needs for a LEP in custody

**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 first encounter LEP persons without an interpreter present. LEP persons may come in contact with court personnel via:

- At building entrance LEP will be greeted by security staff at front/security desk
- LEP will need to conduct business with Court Appointed Attorney and Prosecutors
- At the cashier window
- LEP will need to speak with Probation Officer
- Phone operators will receive phone calls from LEP

Court staff will consult with the court's language access coordinator to determine what type of language service should be made available, based upon the nature and importance of the court service to be provided, and the resources available. The following language services are available:

- Local Interpreter services
- Remote Telephonic interpreters services:
- Bi-lingual employees : Spanish and Arabic

### **C. Service Referrals**

The court will make reasonable efforts to ensure that any non-federally funded entity to which the court refers LEP persons for services has provisions for addressing their language access needs. The court will consider alternative referral sources if language access services are not provided by such a non-federally funded entity.

### **D. Forms & Documents**

The SCAO makes select translated forms available to the courts at <http://courts.michigan.gov/Administration/SCAO/Forms/Pages/default.aspx>.

Competent and reliable information and forms are also available in Spanish at Ayuda Legal de Michigan, <http://michiganlegalhelp.org/es>, which is part of the Michigan Legal Help Program.

- 1) Additional translated forms available to court users include:
  - o Advice of Rights - Spanish, Arabic, Mandarin/Cantonese, Hmong, Korean, Russian, Vietnamese, Albanian, Polish, Japanese)

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 persons:
  - o Remote Telephone Interpretation companies
  - o Local Interpreter services

### **E. Other Provisions**

In an effort to provide LEP persons language access to court information, the court also provides the following:

### **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.

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The court will work with the SCAO and the Michigan Judicial Institute 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 assistance services available, provide guidance on when and how to access those services, and effectively use language assistance services.

The court provides to judges and court staff and offers to county clerks the following training regarding language access:

- Court Staff are trained and experienced in using Remote Telephonic Interpreter services

#### **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 SCAO. 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:

- Canton Township Municipal Services
- Plymouth City Municipal Services

##### **B. Evaluation and Review of the LAP**

At the direction of the SCAO, or on its own initiative, the court will assess whether the LAP needs to be updated. 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 services
- Funding provided or available for language assistance services
- Current language needs to determine if additional services or translated materials should be provided
- Feedback from LEP communities within the county and/or the court's jurisdiction
- Court staff (turnover, new hires, etc.)
- Feedback from trainings provided by the court or the SCAO/MJI
- Viability of identified language assistance services and resources
- Problem areas identified and corrective action strategies adopted
- Updated LEP community data

##### **C. Language Access Coordinator**

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 SCAO. The court will notify the SCAO regional office of any changes to the language access

coordinator's contact information, of if a new language access coordinator is named.

**D. Grievance Process**

The court is committed to providing LEP persons with meaningful access to court proceedings and services and to addressing grievances regarding access to language services promptly and thoroughly.

Specific issues regarding interpreters or interpreter services should be brought immediately to the attention of the language access coordinator. Specific issues with the court or a particular judge should be brought immediately to the court administrator.

Effective Date: Upon approval by the State Court Administrative Office

Date: 2/19/25

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