

STATE OF MICHIGAN

THE DISTRICT COURT



47TH JUDICIAL DISTRICT

31605 W. ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN 48336
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MARLA E. PARKER
DISTRICT JUDGE

MATTHEW FRIEDRICH
COURT ADMINISTRATOR

JAMES B. BRADY
DISTRICT JUDGE

Administrative Order 2024-01
Rescinds 2013-02

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.

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. Arabic
2. Russian
3. Spanish

B. Court Experience

1. Mandarin
- 2.
- 3.
- 4.

C. Identification of LEP Persons

Court staff use the following methods to identify LEP persons:

1. Use of laminated “I Speak” cards in all public service areas of the Court.

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:

- Telephone
- Security workstation at building entrance
- Clerk’s office counter
- Probation Counter
- Courtroom check-in (court officers)
- Juror orientation
- Prisoner transport intake

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:

- “I Speak” cards in all service areas
- Telephonic interpreter services using duplex speaker phones
- Pre-arranged in-person interpreters
- Bi-lingual employees

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: *[If the court provides any translated forms or documents, please list them and the corresponding foreign language(s) in the space below. If there is a link available to an online version of the form, please provide that link; if the court does not provide any additional translated forms, leave the section blank].*

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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
 - Telephonic interpreter services are available upon determination of need.

E. Other Provisions

In an effort to provide LEP persons language access to court information, the court also provides the following: *[If the court has made its website, phone system, or other information accessible in foreign languages, please explain here; if it has not, leave this section blank].*

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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 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:

- The court monitors the availability of training through MJJ

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:

- Local Ordinance Prosecutor

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.

D. Grievance Process

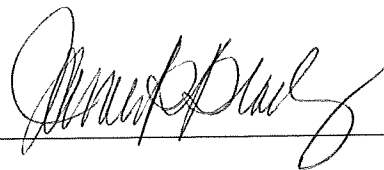
The court is committed to providing LEP persons with meaningful access to court proceedings and services and to addressing grievances regarding access to language services promptly and thoroughly.

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:

Date: 1/30/24

Chief Judge Signature: _____



**Language Access Coordinator
Contact Information**

This form identifies the court's language access coordinator. The court or language access coordinator will notify the SCAO regional office if there are any changes to the contact information, or if the court names a different language access coordinator.

Name (required): Matthew Friedrich
Court Number/Name (required): 47th District Court
Court Address: 31605 W. Eleven Mile Rd
City, State, ZIP: Farmington Hills, MI 48336
Phone Number: 248-871-2900
E-mail Address: mfriedrich@fhgov.com

Date (required): January 24, 2024

Provide the above information to the SCAO regional office.