

## Louisiana Language Access Plan

Effective: September 1, 2021

Court of Appeal, Fourth Circuit

### A. Language Access Coordinator

This court's Language Access Coordinator is Clerk of Court, Justin I. Woods. Contact information:

400 Royal Street

Third Floor

New Orleans, Louisiana 70130

email address: [jiw@la4th.org](mailto:jiw@la4th.org)

phone number: 504-412-6001

### B. Compliance with Statewide Language Access Plan

The Language Access Coordinator has posted the Language Assistance Services (LAS) sign in the following publicly accessible place: **Clerk's Office.**

The Language Access Coordinator has placed the Language Assistance Services brochures in the following publicly accessible place: **Clerk's Office and the court's website.**

### C. Identify Commonly Encountered Non-English Languages

Based on the most recent Census data, this court's commonly encountered non-English languages are identified as: **Spanish, Vietnamese, French and Chinese.**

### D. Translated Documents

Writ Intake Form (Spanish, Vietnamese, Chinese and French)

Pro-Se / Self represented Briefing Notices (upon request or notice – See Standard COA4 Language – Multiple Languages attached)

Pro-Se Manual (Spanish)

Official Docket (upon request or notice)

Each of the above documents have been translated into the languages identified in Section C of this plan through the translation services and/or contractors approved by the Louisiana Supreme Court.

#### **E. Notice to LEP Individuals**

The Court will notify LEP individuals of language assistance services in the following ways:

Notices on Court Documents (Dockets, Briefing Notices, Notices of Judgment)

Signage in Clerk's Office

Notice on Court's website

I-Speak cards for self-identification

#### **F. Identifying LEP Individuals**

If an LEP individual is involved in a court proceeding or in the court operations (Clerk's Office), this court identifies the LEP individuals upon notification that an individual is self-represented (pro se) at the lodging of a matter with the court, upon initial interaction or access with the court or upon notification following the transmission of a briefing notice.

#### **G. Language Access Services in Court Proceedings and Operations**

Interpreters: The court strives to provide free interpreters to all LEP individuals for court proceedings and court operations (interactions with clerk's office) as necessary. Interpreters are provided at no cost for all oral arguments and court operations through use of a contract service with a firm approved by the Louisiana Supreme Court.

Bi-Lingual staff: This court has the following bi-lingual staff member who may assist in providing Spanish language assistance services for interaction with Clerk's Office staff: **Dayami Negrin**. The staff member will complete

the training as designated by the Louisiana Supreme court for certification to provide oral and written language assistance services.

Translated written materials: This court has the following translated written and electronic materials:

Writ Intake Form (Spanish, Vietnamese, French, Chinese)

Pro-Se Manual (Spanish)

Pro-Se / Self represented Briefing Notices (upon request or notice – See Standard COA4 Language – Multiple Languages attached)

Official Docket (upon request or notice)

#### **H. Key points of Contact**

Secured Entrance at 400 Royal Street

Fourth Circuit Security personnel on Third Floor

Clerk's Office

#### **I. Training Plans**

This court has adopted the following training plan for court staff and other justice system partners:

On an annual basis, this court will train its Clerk's Office personnel through mandated online training in the following areas: (1) language access laws, policies and procedures, (2) working with language access service providers, (3) working with LEP court users, and (4) tools and technologies for providing language access.

#### **J. Data Collection**

On September 1, 2021, this court will begin collecting the following data:

1. The number of court interpreters requested by LEP individuals.
2. The number of court interpreters appointed and assigned to assist LEP individuals.
3. The amount of money spent on court interpreters, identified as in-person or telephonic.
4. The amount of money spent on any language assistance services (including the production of translated materials, over-the-phone interpreters, etc.)

This court will report its findings to the OLA on or before February 1, 2022 for all data points, above, from September 1, 2021 to December 31, 2021.

On January 1, 2022, in addition to the data points described above, working with our clerk of court, or any other entity with a key point of contact, this court will begin collecting the following data:

5. The number of LEP individuals encountered in the clerk of court's office.

This court will report its findings to the OLA on or before February 1, 2023 for all data points (1-5), above, from January 1, 2022 to December 31, 2022.

#### **K. Monitoring and Updating the LAP**

The court regularly monitors its language assistance services, policies and procedures, and all items included in this LEP Plan to assess whether any changes are needed. In addition, the court performs an annual evaluation of its policies and updates this document as appropriate. This court's updated LAP will be submitted to the OLA on or before September 1, 2022.

#### **L. Language Access Compliant Process**

This court has taken the following steps to publicize Louisiana's centralized language access compliant process:

Providing a link on this court's website to the OLA complaint process of the Supreme Court.