

55th Judicial District LANGUAGE ACCESS PLAN

Section I. Legal Basis and Purpose

This Language Access Plan (LAP) is the plan for the judicial district to ensure meaningful access to court services for persons with limited English proficiency (LEP) or deaf or hard of hearing in compliance with Title VI of the Civil Rights Act of 1964¹, the Omnibus Crime Control and Safe Streets Act,² the Pennsylvania Interpreter Act,³ and the Administrative Regulations Governing Court Interpreters for Persons With Limited English Proficiency and for Persons Who Are Deaf or Hard of Hearing.⁴ 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 therefore may be unable to understand and meaningfully participate in the court process. 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 Pennsylvania Interpreter Act and the Administrative Office of Pennsylvania Courts' (AOPC) Interpreter Certification Program Regulations.⁵

The purpose of the plan is to provide a framework for the provision of timely and effective language assistance to LEP persons and deaf and hard of hearing persons who come in contact with the judicial district.

The judicial district has appointed a language access coordinator

Name: Jennifer Saulter

Title: Language Access Coordinator

to be a contact person for the public, court staff, and the AOPC concerning this plan and its implementation. The language access coordinator may be contacted through:

Address: Judge's Chambers, Potter County Courthouse,
1 East Second Street, Room 30
Coudersport, PA 16915

Phone #: 814-274-9720 Option 1

Email: jsaulter@pottercountypa.net

¹ 42 U.S.C. § 2000d *et seq.*; *see also* 45 C.F.R. § 80 *et seq.*; 28 C.F.R. § 42 *et seq.*

² 42 U.S.C. § 3789d(c)(1).

³ Act 172 of 2006, 42 Pa. Cons. Stat. § 4401, *et seq.*

⁴ 204 Pa. Code § 221.101 *et seq.*

⁵ 204 Pa. Code 221.

Section II. Needs Assessment

A. Statewide Survey

The judicial district will make every effort to provide service to all LEP and deaf or hard of hearing persons in the courts service area. According to the 2010 AOPC survey of the district court administrators of Pennsylvania, the most widely used languages requiring interpreters in Pennsylvania's judicial districts were (number of counties in which the language is used regularly):

1. Spanish (67)
2. American Sign Language (51)
3. Mandarin Chinese (25)
4. Russian (20)
5. Vietnamese (14)
6. Arabic (14)
7. Korean (11)
8. Polish (10)
9. Italian (10)
10. French (10)

B. Judicial District Data

The following list shows the non-English languages, including American Sign Language, ("ASL"), most frequently spoken in this judicial district's physical jurisdiction, based on census data compiled by the Penn State Data Center:

1. Spanish
2. Other West Germanic Languages
3. French
4. German
5. Other Slavic Languages

Please list the 5 most common languages, including ASL, for which interpreters were provided in your district for years 2012 and 2013.

1. ASL
2. Spanish
3. _____
4. _____
5. _____

C. Identification of LEP Persons

Court staff use the following methods to identify LEP persons:

- "I Speak" cards
- "I Speak" poster
- Signage in non-English languages
- Other:

Section III. Language Assistance Resources

A. Interpreters Used In Judicial Proceedings

The judicial district will offer assistance to LEP and deaf or hard of hearing persons during judicial proceedings by providing foreign language interpreters as required by Title VI of the federal Civil Rights Act, the Pennsylvania Interpreter Act, and its regulations. As defined by the Pennsylvania Interpreter Act, it is "the policy of this Commonwealth to secure the rights, constitutional and otherwise, of persons who because of a non-English speaking cultural background or because of an impairment of hearing or speech are unable to understand or communicate adequately in the English language when they appear in court or are involved in judicial proceedings."⁶ Pursuant to the regulations under Act 172, the Pennsylvania Interpreter Act, specific persons are required to give notice to the court of the need for an interpreter in certain types of cases, but "anyone with knowledge of a principal party in interest, witness or direct victim's need for an interpreter may give notice of that need to the presiding judicial officer or the Appellate Court Prothonotary/District Court Administrator or his or her designee"⁷

The 55th Judicial District provides interpreters for judicial proceedings in compliance with the rules and policies set forth in the Pennsylvania Interpreter Act and regulations, the AOPC Interpreter Certification Program regulations,⁸ and the Guidelines for the Procurement and Appointment of Interpreters issued by the AOPC. Interpreter request and waiver forms are available on the Interpreter Certification Program page of the UJS website.⁹ Please see http://www.pottercountypa.net/judges_chambers.php. The Pennsylvania Interpreter Certification Program ("ICP") maintains a statewide roster of certified, otherwise qualified, and registered interpreters who may work in the courts, which is available to court staff and the public online.¹⁰ The Judicial Districts must give preference to the appointment of a certified interpreter, unless a certified interpreter is not available.

The court may appoint otherwise qualified interpreters when certified interpreters are unavailable. Otherwise qualified interpreters should be selected from the statewide roster. If the Judicial District is

⁶ 42 Pa. Cons. Stat. § 4401.

⁷ 204 Pa. Code §221.201(a)(4).

⁸ 204 Pa. Code §221.

⁹ <http://www.pacourts.us/judicial-administration/court-programs/interpreter-program>

¹⁰ <http://www.pacourts.us/judicial-administration/court-programs/interpreter-program/interpreter-roster>

unable to locate a certified, otherwise qualified, or registered interpreter on the statewide roster, then the Judicial District should contact AOPC ICP staff for guidance.

B. Language Services Beyond Judicial Proceedings

The judicial district is also responsible for taking reasonable steps to ensure that LEP persons have meaningful access to all court services, once LEP court users as been identified using the resources listed in section II(C), above. This is one of the most challenging situations facing court staff, because in most situations they will encounter LEP persons without an interpreter present. LEP persons may come in contact with court personnel via:

- Telephone
- Counter
- Information desk
- Other: _____
- Other : _____

Once court staff have identified LEP individuals utilizing the resources identified in II(C), court staff provide the following language assistance services in the situations listed directly above: Potter County uses Language Services Associates (LSA) as our telephonic interpretation services. This service is available to all Potter County Offices who are in need of interpreter services.

- Telephonic Interpretation Service --Language Services Associates (LSA) is available to all Potter County Offices.
- Video Remote Interpreting
- Bilingual employees
- Other [please specify]: _____

C. Forms & Documents

1. Statewide - The Administrative Office of Pennsylvania Courts (AOPC) makes select translated forms available to the courts on its website.¹¹
2. Judicial District - The 55th Judicial District recognizes the importance of translating vital forms and documents so that LEP individuals have equal access to court services. To ensure consistency in the translation of vital documents and forms, the 55th Judicial District follows the guidelines established in

¹¹ <http://www.pacourts.us/forms/for-the-judiciary/>.

the National Center for State Courts' Guide to Translation Practices.¹² Additional translated forms available to court users include:

Translated documents:

- None at this time but working on some
- _____
- _____
- _____
- _____
- _____

Documents you intend to translate:

- Custody
- Divorce

D. Other Provisions

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

- _____
- _____
- _____
- _____

Section IV. Training

The judicial district will work with the AOPC to ensure that all employees are trained on LEP policy and procedure. Judicial district staff will attend training to assist them to: identify and respond to LEP persons, increase awareness of the types of language services available, guide when and how to access those services, and effectively use language services. New employees, especially those who will have regular contact with the public, will be required to attend language access training.

Judicial district staff will attend and county clerks will be offered the following training regarding language access:

- X Periodic training for new judicial district staff
- X Periodic training for employees who have frequent contact with the public
- Other : _____

¹² <http://www.ncsc.org/education-and-careers/state-interpreter-certification/~media/files/pdf/education%20and%20careers/state%20interpreter%20certification/guide%20to%20translation%20practices%206-14-11.ashx>.

Section V. Public Notification and Evaluation of Language Access Plan

A. Language Access Plan Approval and Notification

The judicial district's LAP has been approved by the AOPC. The judicial district will post its LAP on its public website and/or public notification area within the courthouse and will make copies of the LAP available upon request. In addition, copies of the plan have been provided to all identifiable stakeholders in the LEP and deaf/hard of hearing communities, including but not limited to: the District Attorneys' Office, the Public Defenders' Office, and the local legal aid office.

The judicial district consulted with the following members of the community in creating its LAP:

- X DA
- X PD
- X Northwest Legal Services

B. Evaluation and Review of the LAP

The judicial district will review this LAP six months from its inception, and biennially thereafter to assess whether the LAP needs updating. The LAP will remain in effect unless modified or updated. Review of the following areas may indicate a need to update the LAP:

- Increase in number of LEP and deaf or hard of hearing persons requesting court interpreters or language assistance
- Funding provided or available for languages services
- Current language needs to determine if additional services or translated materials should be provided
- Feedback from LEP and deaf or hard of hearing communities and stakeholders within the judicial district
- Court staff (turnover, new hires, etc.)
- Feedback from trainings provided by the judicial district or AOPC
- Viability of identified language services and resources
- Problem areas and corrective action strategies
- Updated census data

The language access coordinator for this judicial district ensures this plan is followed, advises the court on potential updates to this plan, and coordinates provision of language access services for the judicial district as they arise. The name and contact information of the language access coordinator is: Jennifer Saulter. The judicial district will notify the AOPC of any changes to the language access coordinator's contact information, or if a new language access coordinator is named. Any revisions to the language access plan will be communicated to all court personnel, and an updated version of the plan will be posted on the court's website and in a public notification area in the courthouse, as well as distributed to all relevant stakeholders.

Section VI. Grievance Procedure

Any LEP, deaf or hard of hearing individual has the right to file a complaint against the 55th Judicial District when he or she believes that the 55th Judicial District did not provide the necessary LEP or sign language services. The Language Access Coordinator shall take reasonable steps to inform LEP, deaf or hard of hearing court users about the availability of complaint forms.

The Language Access Coordinator shall:

- Utilize the attached complaint procedure and form
- Publish and make the complaint procedure and form readily available
- Post the complaint procedure prominently in the court facilities and on the court's website

All complaints regarding this LAP should be forwarded to:

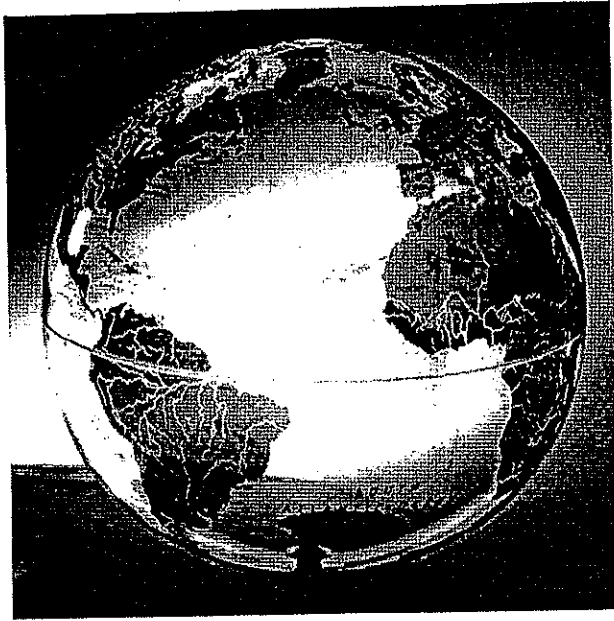
Name: Jennifer Saulter
 Language Access Coordinator
55th Judicial District
Street Address: Potter County Courthouse
1 East Second Street
City, State, Zip: Coudersport PA 16915
Phone Number: 814-274-9720 Option 1
Fax Number: 814-274-3363
Email Address: jsaulter@pottercountypa.net

The Language Access Coordinator or his/her designee will investigate any complaints that allege noncompliance with this LAP. If the investigation results in a finding of compliance, the Language Access Coordinator will inform the LEP individual in writing of this determination, including the basis for determination. If the investigation results in a finding of noncompliance, the Language Access Coordinator will inform the LEP person of the noncompliance in a letter that outlines the steps that will be taken to correct the noncompliance.

Effective Date: _____

Date: 2-2-15 Language Access Coordinator Signature: Jennifer Saulter

Date: 2-2-15 President Judge Signature: _____



LANGUAGE

IDENTIFICATION CARDS

I SPEAK

This language identification guide is a tool for agencies to identify the language of individuals they encounter who do not speak English.

LANGUAGE IDENTIFICATION FLASHCARD

- | | |
|--|------------------------|
| <input type="checkbox"/> ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية. | 1. Arabic |
| <input type="checkbox"/> Խնդրում ենք նշում կատարել այս քառակուսում, եթե խոսում կամ կարդում եք հայերեն: | 2. Armenian |
| <input type="checkbox"/> যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন। | 3. Bengali |
| <input type="checkbox"/> ឈ្មួញក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។ | 4. Cambodian |
| <input type="checkbox"/> Motka i kakhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro. | 5. Chamorro |
| <input type="checkbox"/> 如果你能读中文或讲中文，请选择此框。 | 6. Simplified Chinese |
| <input type="checkbox"/> 如果你能讀中文或講中文，請選擇此框。 | 7. Traditional Chinese |
| <input type="checkbox"/> Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik. | 8. Croatian |
| <input type="checkbox"/> Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky. | 9. Czech |
| <input type="checkbox"/> Kruis dit vakje aan als u Nederlands kunt lezen of spreken. | 10. Dutch |
| <input type="checkbox"/> Mark this box if you read or speak English. | 11. English |
| <input type="checkbox"/> اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید. | 12. Farsi |

- Cocher ici si vous lisez ou parlez le français. 13. French
- Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen. 14. German
- Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά. 15. Greek
- Make kazyé sa a si ou li oswa ou pale kreyòl ayisyen. 16. Haitian Creole
- अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ। 17. Hindi
- Kos lub voj no yog koj paub twm thiab hais lus Hmoob. 18. Hmong
- Jelölje meg ezt a kockát, ha megérti vagy beszél a magyar nyelvet. 19. Hungarian
- Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano. 20. Ilocano
- Marchi questa casella se legge o parla italiano. 21. Italian
- 日本語を読んだり、話せる場合はここに印を付けてください。 22. Japanese
- 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오. 23. Korean
- ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ. 24. Laotian
- Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim. 25. Polish

- Assinale este quadrado se você lê ou fala português. 26. Portuguese
- Însemnați această căsuță dacă citiți sau vorbiți românește. 27. Romanian
- Пометьте этот квадратик, если вы читаете или говорите по-русски. 28. Russian
- Обележите овај квадратик уколико читате или говорите српски језик. 29. Serbian
- Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky. 30. Slovak
- Marque esta casilla si lee o habla español. 31. Spanish
- Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog. 32. Tagalog
- ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย. 33. Thai
- Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga. 34. Tongan
- Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою. 35. Ukrainian
- اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔ 36. Urdu
- Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ. 37. Vietnamese
- באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש. 38. Yiddish

POTTER COUNTY COURT OF COMMON PLEAS
55th Judicial District



President Judge Stephen Minor
Senior Judge John B. Leete
Court Administrator Jennifer Sautler
Telephone (814) 274-9720
Fax (814) 274-3363

Judge's Chambers
Potter County Courthouse
One East Second Street, Room 30
Coudersport, Pennsylvania 16915

INTERPRETER REQUEST FORM

Date of request: _____

Name: _____ Title: _____ Phone #: _____

Hrg. Date: _____ Time: _____

Location: Court of Common Pleas – 1 East 2nd Street, Coudersport
MDJ Court 55-3-01- 110 North East Street, Coudersport
MDJ Court 55-4-01- 221 West Academy Street, Shinglehouse
MDJ Court 55-4-03-11 Union Street, Coudersport

Language: _____

Interpreter for: Defendant Witness Victim Plaintiff Parent Child

Type of Court: Criminal Civil Domestic Relations Juvenile Traffic Arbitration

Type of Case: Trial Jury Trial Prelim. Hrg Sentencing Plea ARD PCRA Status Motion
Small Claims Land/Ten Code Enf Priv Criminal Complaint Custody Support
Divorce PFA Arbitration Summary Dependency Truancy Permanency
Intake Other _____

Case Name: _____

Case Number: _____

Further Instructions: _____

**55th Judicial District
Language Access Plan
Attachment A - Complaint Procedure and Form**

Should a court client/customer feel that his/her rights to meaningful language access have not been met by the Court, the following procedure may be followed to register a complaint:

1. The person with the complaint (the complainant) should contact the 55th Judicial District Language Access Coordinator to report the complaint by completing and submitting the attached Language Access Complaint Form.

Contact information: Jennifer Saulter, Potter County Courthouse, 1 East Second Street, Coudersport, PA 16915, Phone 814-274-9720 Fax 814-274-3363 Email jsaulter@pottercountypa.net.

2. If the complainant does not believe that their concerns have been adequately addressed or resolved with the 55th Judicial District language access coordinator, the complainant should contact the Coordinator for Court Access at the Administrative Office of the Pennsylvania Courts, (AOPC).

Contact information: Mary Vilter, Esq., 1515 Market Street, Suite 1414, Philadelphia, PA 19102, phone: 215.560.6300, fax: 215.560.5485, mary.vilter@pacourts.us.

3. The complainant may also, at any time in this process, contact the United States Department of Justice.

Contact information: Federal Coordination and Compliance Section, Civil Rights Division, United States Department of Justice, 950 Pennsylvania Avenue NW, Washington, D.C. 20530, (888) 848-5306 or (202) 307-2678 (TDD).

55th Judicial District
Language Access Plan
Attachment A - Complaint Procedure and Form

55th Judicial District
Language Access Complaint Form

The 55th Judicial District is committed to providing services to all members of the community it serves, regardless of their ability to speak English, in compliance with Title VI of the Civil Rights Act of 1964, PA Act 172 of 2006, and the Regulations Governing Court Interpreters implemented by the Pennsylvania Supreme Court. If you feel you have been denied services because of the language you speak, please complete this form and bring it or send it to the court as indicated.

The following information is necessary to assist us in processing your complaint. Should you require assistance in completing this form, please contact the 55th Judicial District at [contact information of language access coordinator for judicial district]:

Name: Jennifer Saulter
Language Access Coordinator
55th Judicial District
Street Address: One East Second Street
City/State/Zip: Coudersport, PA 16915
Phone: 814-274-9720 Fax: 814-274-3363
Email: jsaulter@pottercountypa.net

1. Name of person filing complaint (the complainant):
2. What language do you prefer to communicate in:
3. Complainant's Address:
4. Complainant's Contact Information: Home Phone: Work Phone: Mobile Phone: E-mail:

**55th Judicial District
Language Access Plan
Attachment A - Complaint Procedure and Form**

5. If you are filing on behalf of another person, please include your name, address, phone number, and relation to the complainant:

Name: _____

Address: _____

Phone: _____

E-mail: _____

Relationship to Complainant: _____

6. Please provide the following information about where and when your rights to language access were not met.

Please write the date and time when you were at the courthouse.

Date _____ Time _____

Did you request language assistance? Yes No

What was your business in the courthouse on that day?

Were you in a courtroom when you felt that your language access rights were not met? Yes No

If you were in a courtroom, please provide as much of the following information as possible:

Name of your case _____

Case number _____

Courtroom number _____

Judge's name _____

If you had an interpreter, write the interpreter's name here:

What was the interpreter's language _____

If you were not in a courtroom when you felt that your language access rights were not met, where in the courthouse were you?

(For example, was it a clerk's counter, information counter? Somewhere else in the courthouse?) Please write where in the courthouse the event took place.

55th Judicial District
Language Access Plan
Attachment A - Complaint Procedure and Form

Do you know the name of the employee who handled your case? If so write it here _____

Did the employee handling your case offer to provide some form of language assistance? Yes No

If yes, what language assistance was offered? (For example, obtaining an interpreter, printed information or documents in your language, etc.):

7. Please describe, in your own words, in what way you believe that your rights to language access were not met and whom you believe was responsible. Please use the back of this form or additional pages as needed.

8. Please sign below:

Signature _____
Date Signed _____

Return this form to:
Jennifer Sautler
Language Access Coordinator
55th Judicial District
Address: Potter County Courthouse,
1 East Second Street, Coudersport, PA 16915

55th Distrito Judicial
Plan de Acceso Lingüístico
Anexo A - Procedimiento y Formulario para Presentar Quejas

En caso de que un cliente del Tribunal considere que el Tribunal no ha respetado sus derechos a tener acceso a servicios lingüísticos adecuados, podrá seguir el siguiente procedimiento para presentar una queja:

48. La persona que tiene la queja (el reclamante) debe comunicarse con el Coordinador del Plan de Acceso Lingüístico (a partir de aquí denominado LAP, por sus siglas en inglés) del 55th Distrito Judicial para presentar su queja, para lo cual deberá llenar y entregar el Formulario de Quejas Sobre Acceso a Servicios Lingüísticos adjunto.

Información de contacto: Jennifer Saulter, 1 East Second Street, Coudersport, PA 16915, Phone 814-274-9720, Fax 814-274-3363, Email jsaulter@pottercountypa.net

2. Si el reclamante cree que sus inquietudes o quejas no han sido resueltas o tratadas adecuadamente por el Coordinador del LAP del 55th Distrito Judicial, el reclamante deberá comunicarse con el Coordinador de Acceso a Tribunales de la Oficina de Administración de Tribunales de Pennsylvania (AOPC, por sus siglas en inglés).

Información de contacto: Mary Vilter, Esq., 1515 Market Street, Suite 1414, Philadelphia, PA 19102, phone: 215.560.6300, fax: 215.560.5485, mary.vilter@pacourts.us.

3. El reclamante también puede comunicarse con el Departamento de Justicia de los Estados Unidos, en cualquier etapa durante el proceso.

Información de contacto: Federal Coordination and Compliance Section, Civil Rights Division, United States Department of Justice, 950 Pennsylvania Avenue NW, Washington, D.C. 20530; (888) 848-5306 o (202) 307-2678 (TDD).

55th Distrito Judicial
Plan de Acceso Lingüístico
Anexo A - Procedimiento y Formulario para Presentar Quejas

55th Distrito Judicial
Formulario de Quejas Sobre Acceso a Servicios Lingüísticos

El 55th Distrito Judicial está comprometido a proveer servicios a todos los integrantes de la comunidad a la cual sirve, sin importar su capacidad para hablar inglés, en cumplimiento del Título VI de la Ley de Derechos Civiles de 1964, la Ley 172 de 2006 de Pennsylvania y los Reglamentos para Intérpretes Judiciales implementados por la Tribunal Supremo de Pennsylvania. Si usted cree que le han negado servicios debido al idioma en el cual usted prefiere comunicarse, favor de llenar este formulario y llévelo o envíelo al tribunal según indicado.

La información que le pedimos a continuación es necesaria para ayudarnos a procesar su queja. Si necesita ayuda para llenar este formulario, por favor comuníquese con nosotros en: 55th Distrito Judicial, Jennifer Saulter, 1 East Second Street, Coudersport, PA 16915, 814-274-9720 fax, 814-274-3363, [email- jsaulter@pottercountypa.net](mailto:jsaulter@pottercountypa.net) Language Access coordinador for judicial District.

377.	Nombre de la persona que presenta la queja (el reclamante):
378.	¿En qué idioma prefiere comunicarse?
379.	Dirección del reclamante:
380.	Información de contacto del reclamante: Teléfono de la casa: _____ Teléfono del trabajo: _____ Teléfono celular: _____ Correo electrónico: _____
381.	Si está presentando la queja en nombre de otra persona, por favor incluya su nombre, dirección, número de teléfono y parentesco con el reclamante:

**55th Distrito Judicial
Plan de Acceso Lingüístico
Anexo A - Procedimiento y Formulario para Presentar Quejas**

Nombre: _____
Dirección: _____
Teléfono: _____
Correo electrónico: _____
Parentesco con el reclamante: _____

382. Por favor provea la siguiente información sobre cuando y donde usted cree que sus derechos a tener acceso lingüístico no fueron respetados.

Favor de escribir la fecha y hora en que usted estuvo en el tribunal.

Fecha: _____ Hora: _____

¿Solicito usted ayuda en su idioma? Sí No

¿Qué asunto o gestión lo llevo usted al tribunal ese día?

¿Estaba usted en una sala de corte cuando usted creó que sus derechos a tener acceso lingüístico no fueron respetados? Sí No

Si usted estaba en una sala de corte, por favor provea tanta de la siguiente información como sea posible:

Nombre de su caso: _____

Número de caso: _____

Número de sala: _____

Nombre del juez: _____

Si se le proveyó un intérprete, escriba el nombre del intérprete aquí:

¿Qué idioma hablaba el intérprete? _____

Si no estaba en una sala de corte cuando usted creó que sus derechos a tener acceso lingüístico no fueron respetados, ¿dónde en el tribunal estaba usted? (Por ejemplo, estaba en el mostrador del secretario del tribunal, mostrador de información, o alguna otra oficina del tribunal). Por favor escriba dónde en el tribunal sucedió el incidente.

55th Distrito Judicial
Plan de Acceso Lingüístico
Anexo A - Procedimiento y Formulario para Presentar Quejas

¿Sabe el nombre del empleado que atendió su caso? Escríbalo aquí si lo sabe: _____

¿Le ofreció el empleado que le atendió algún tipo de ayuda en su idioma? Sí No

Si lo hizo, ¿qué tipo de ayuda le ofreció? (Por ejemplo, obtener un intérprete, información impresa o documentos en su idioma, etc.):

383. Por favor describa, en sus propias palabras, de qué manera usted cree que no se han respetado sus derechos a tener acceso lingüístico y quién cree usted que fue responsable de ello. Por favor, use el reverso de este formulario o páginas adicionales si fuera necesario.

384. Por favor firme a continuación:

Firma: _____

Fecha en que se firma: _____

Envíe este formulario a:
Jennifer Saulter
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Phone 814-274-9720
Fax 814-274-3363
Email jsaulter@pottercountypa.net