

Providing Services to LEP litigants Worksheet for Developing Plan

1. Existing Resources at SHC for LEP litigants: What are the top 3 to 5 non-English languages spoken in our county? What are the existing resources our center has to provide assistance to these LEP customers?

Language	Staff that speaks it?	Staff that writes it?	Written Materials?	Volunteer who speaks it?

2. How do we currently assist LEP customer whose language no staff speaks? Are there other bilingual court staff that are available to help? If so, what languages? Are court interpreters available to help?

3. If we have other court staff or court interpreters that can help us provide services to LEPs, have we/can we institute more formal procedures for requesting and obtaining their assistance?

4. What calendars/case types does our court provide interpreters for? (identify if limited languages, or IFP required)

In family law cases? (what types?) _____

Domestic violence? _____ Small Claims? _____ Unlawful Detainer? _____

Other? _____

5. Can we work with other parts of court to help LEP litigants as they proceed through their case? (e.g. Have we ever met with our court interpreter coordinator to talk about ways to help identify the need for interpreters for the customers we serve when they have hearings? Have we looked at the possibility of working with clerks to calendar LEP matters on days when certain interpreters are available?)

5. Have we identified community resources that may be able to help us provide services to LEP customers? What community agencies can we collaborate with to provide information to the LEP community? What community agencies might be able to help us with interpretation and translation? Are there local schools (law schools, interpreter schools, colleges and universities) with bilingual students who can help?
