



# JUDICIAL COUNCIL OF CALIFORNIA

COURT INTERPRETERS  
ADVISORY PANEL

[www.courts.ca.gov/ciap.htm](http://www.courts.ca.gov/ciap.htm)  
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## COURT INTERPRETERS ADVISORY PANEL

### MINUTES OF OPEN MEETING WITH CLOSED SESSION

February 17, 2016

12:10 p.m.

**Advisory Body Members Present:** Hon. Steven K. Austin, Chair, Ms. Christina M. Volkers, Vice-Chair, Hon. Andrea Hoch, Hon. Manuel J. Covarrubias, Hon. Rebecca Riley, Ms. Claritza Callaci, Ms. Janet Hudec, Ms. Oleksandra Johnson, Mr. Jaeis Chon, Ms. Lisa McNaughton, Ms. Maureen Keffer, Ms. Ivette Peña, Ms. Katherine Williams

**Advisory Body Members Absent:** Mr. Hector Gonzalez, Ms. Ramona Crossley, Mr. Bao Luu

**Others Present:** Ms. Donna Hershkowitz; Ms. Olivia Lawrence; Ms. Debbie Chong, Mr. Jarrett Chin, Mr. Douglas Denton, Ms. Anne Marx, Ms. Elizabeth Tam-Helmuth

#### OPEN MEETING

##### Call to Order and Roll Call

The chair called the meeting to order at 12:13 p.m. and roll was taken.

##### Approval of Minutes

The advisory body reviewed and approved the minutes of the December 8, 2015 Court Interpreters Advisory Panel meeting.

##### Opening Remarks:

The chair introduced Olivia Lawrence, newly appointed manager of both the Court Interpreters Program and the Language Access Plan and Implementation Strategy staff.

#### DISCUSSION ITEMS (NO ACTION REQUIRED)

##### Item 1

##### 2016 Annual Agenda Review:

A review and discussion of the 2016 Annual Agenda, to be submitted to the Executive and Planning Committee on April 4, 2016 ensued. Members were asked to review the Annual Agenda and submit any changes by Friday, February 26, 2016. Overview of the Annual Agenda is as follows:

- CIAP's work is driven by the annual agenda process; all advisory bodies are required to present to their annual agenda work plans to their respective oversight committee.

- Current projects on CIAP's 2016 Annual Agenda align with the recommendations made in the Strategic Plan for Language Access in the California Courts. The projects on the 2016 Annual Agenda commenced in 2015.
- One new project identified on the 2016 Annual Agenda is: *Develop a policy and process for an LEP litigant right to waive the services of a court appointed interpreter as per LAP recommendation #75.*
- The Professional Standards and Ethics Subcommittee will continue to review performance standards of current interpreters by developing a means of fairly and consistently assessing court interpreter knowledge, skills and abilities.
- After a comprehensive review based on research into other agency and state court procedures, the Professional Standards and Ethics Subcommittee determined that a complaint based process is consistent with how other state agencies and courts, including the State Bar and Court Reporters Board address grievances.
- The Language Access Plan Subcommittee's work on the Request for an Interpreter in Civil Actions is well on its way to completion; and ready for review.
- Work will continue on a comprehensive evaluation of existing Rule of Court 2.893, *Appointment of non-certified interpreters in criminal cases and juvenile delinquency proceedings*, and the corresponding Judicial Council INT (interpreter) forms.
- In addition, the Budget and LAP Monitoring Subcommittee will be developing a statewide complaint form and process; and will be working closely with the Professional Standards and Ethics Subcommittee, in order to insure consistency and reduce duplication of efforts.
- Members were informed that a Video Remote Interpreting pilot project is being recommended to the Judicial Council by the Language Access Plan Implementation Task Force at the upcoming Judicial Council's February 26 business meeting.

Members were in agreement to the work plan presented; the 2016 Annual Agenda will be submitted to the Executive and Planning Committee for consideration.

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#### **A D J O U R N M E N T**

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There being no further open meeting business, the open session of the meeting was adjourned at 12:30 p.m.

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#### **C L O S E D S E S S I O N**

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#### **Item 1 – Request Interpreter in Civil Cases (Action Required)**

Rule 10.75 (d)(10) Topics that judicial officers may not discuss in public without risking a violation of the California Code of Judicial Ethics, necessitating recusal, or encouraging disqualification motions or peremptory challenges against them, including proposed legislation, rules, forms, standards of judicial administration, or jury instructions.

Review, discuss and consider recommending the adoption of proposed Rule of Court 2.895, *Request for Interpreter (Civil)* and related form(s) for requesting an interpreter in civil cases.

Actions Taken: (All actions unanimous)

1. CIAP approved the final comment chart derived from public comments to the proposed rule and form, and recommend the comment chart be submitted to the Judicial Council with the recommended form and proposed rule for consideration.
2. CIAP approved to submit and recommend adoption of the proposed Rule of Court 2.895, *Request for Interpreter*, for submission to RUPRO for review and subsequent submission to the Judicial Council.
3. CIAP approved to recommend adoption of the form INT-300 *Request for Interpreter (Civil)* to RUPRO, with minor corrections requested by CIAP, and subsequent submission to the Judicial Council.

Adjourned closed session at 1:14 p.m.

Approved by the advisory body on: Tuesday, June 21, 2016