



SCOTT L. PAVLICH  
Circuit Judge

**Circuit Court**  
for the  
**Fifty-Third Judicial Circuit of Michigan**

870 South Main • P.O. Box 70  
CHEBOYGAN, MICHIGAN 49721  
Phone: (231) 627-8818 • Fax (231) 627-8419

Counties of:  
CHEBOYGAN  
PRESQUE ISLE

53<sup>rd</sup> Circuit Court - Local Administrative Order 2013-05J  
89<sup>th</sup> District Court - Local Administrative Order 2013-04J  
Cheboygan County Probate Court - Local Administrative Order 2013-02J  
Presque Isle County Probate Court - Local Administrative Order 2013-04J

**LANGUAGE ACCESS PLAN**

In accordance with Supreme Court Administrative Order 2013-8, the 53<sup>rd</sup> Circuit Court (Cheboygan and Presque Isle Counties), the 89<sup>th</sup> District Court (Cheboygan and Presque Isle Counties), the Cheboygan County Probate Court and the Presque Isle Probate Court establish 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 SCAO concerning this plan and its implementation. The language access coordinator may be contacted through the 53<sup>rd</sup> Circuit Court Cheboygan County office.

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**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.

1. Polish
2. Spanish
3. German
4. Hmong

**B. Court Experience**

Based on court usage, the following list shows other non-English languages spoken in the court and not reflected in the US Census data

1. Laotian

**C. Identification of LEP Persons**

Court staff use the following methods to identify LEP persons:

1. "I Speak" cards at clerks' counters
2. Attorneys, parties, friends/family members of LEP persons seeking assistance

**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 encounter LEP persons without an interpreter present. LEP persons may come in contact with court personnel via:

- Telephone
- Clerks' counters/windows

- Circuit, District and Probate juvenile probation offices for reporting, drug screens, etc.
- Written communication
- Friend of the Court mediations, interviews, etc.
- Law library usage

Court staff will consult with the court's language access coordinator to determine what type of language service should be made available, based on the nature and importance of the court service to be provided and resources available. The following language services are available:

- "I Speak" cards
- In-person interpreters
- Telephonic interpreter services

**C. Service Referrals**

The court will make reasonable efforts to ensure that a non-federally funded entity to which the court refers LEP persons for services has provisions for addressing their needs. The court will consider viable alternatives if language access is not provided by such a non-federally funded entity.

**D. Forms & Documents**

The State Court Administrative Office (SCAO) makes select translated forms available to the courts at <http://courts.michigan.gov/Administration/SCAO/Forms/Pages/default.aspx>.

When in-person interpreters are hired for court proceedings, they are expected to provide sight interpretation of documents for LEP persons.

1) Courthouse translation for LEP

- When persons present themselves needing assistance with forms, court staff will first check the SCAO website to determine if the form is printed in the requested language and print it for the customer.
- If forms are not available in the requested language, court staff will offer assistance through the Language Line for immediate translation.

**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 SCAO and MJI 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 services available, guide when and how to access those services, and effectively use language services.

The court, through the Language Access Coordinators, provides to judges, court staff and county clerks the following training regarding language access:

- Review of the Language Access Plan and where it will be located
- How to use the "I Speak" cards and where they will be displayed
- Training staff in the use of telephonic interpreter services (Language Line)
- Periodic review of training procedures, especially when new employees are hired

#### **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 State Court Administrative Office. 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 entities/members of the community in creating its LAP:

- McLaren Northern Michigan Hospital
- Cheboygan Area Schools
- Cheboygan County Sheriff Department
- Inland Lakes Schools, Indian River, MI

##### **B. Evaluation and Review of the LAP**

At the direction of SCAO, or on its own initiative, the court will 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:

- Number of LEP 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 communities within the county
- Court staff (turnover, new hires, etc.)

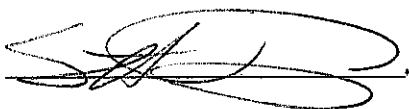
- Feedback from trainings provided by the court or SCAO/MJI
- Viability of identified language services and resources
- Problem areas and corrective action strategies
- Updated census data

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 State Court Administrative Office. The court will notify the SCAO regional office of any changes to the language access coordinator's contact information, or if a new language access coordinator is named.

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Date: 12-30-13

Chief Judge



SCAO Approval Date: \_\_\_\_\_

**Language Access Coordinator  
Contact Information**

This form identifies the court's language access coordinator. The language access coordinator must 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: Karen J. Chapman  
Title: 53<sup>rd</sup> Circuit Court Administrator  
Court Number/Name: 53<sup>rd</sup> Circuit Court, 89<sup>th</sup> District Court, Cheboygan County Probate Court  
Court Address: 870 S. Main St., Cheboygan, MI 49721  
Phone Number: 231-627-8818  
E-mail Address: [kjc@cheboygancounty.net](mailto:kjc@cheboygancounty.net)

Date: November 25, 2013

State Court Administrative Office  
**Language Access Coordinator**  
**Contact Information**

This form identifies the court's language access coordinator. The language access coordinator must 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: Jennifer Warwick  
Title: Probate Register  
Court Number/Name: P71 Presque Isle County Probate Court  
Court Address: 151 East Huron Ave., P.O. Box 110  
City, State, ZIP: Rogers City, MI 49779  
Phone Number: (989) 734-3268  
E-mail Address: warwickj@picounty.org

Date: November 25, 2013