

Open Meeting Materials Index April 2, 2024, 12:15 – 1:15 p.m.

- 1. Notice and Agenda for April 2, 2024, Subcommittee Meeting
- 2. Draft Minutes from the April 25, 2023, Subcommittee Meeting
- 3. 2024 PAF Annual Agenda (approved on March 14, 2024)
- 4. New Language Access Services Webpages Flyer



Request for ADA accommodations should be made at least three business days before the meeting and directed to: JCCAccessCoordinator@jud.ca.gov

Advisory Committee on Providing Access and Fairness Language Access Subcommittee

NOTICE AND AGENDA OF OPEN MEETING

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1) and (e)(1))
THIS MEETING IS BEING CONDUCTED BY ELECTRONIC MEANS
THIS MEETING IS BEING RECORDED

Date: April 2, 2024

Time: 12:15 p.m. – 1:15 p.m.

Public Log-In: Click this link to join; Meeting ID: 160 817 9357, Passcode: 604490

Meeting materials will be posted on the advisory body web page on the California Courts website at least three business days before the meeting.

Members of the public seeking to make an audio recording of the meeting must submit a written request at least two business days before the meeting. Requests can be e-mailed to lap@juca.ca.gov.

Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.

I. OPEN MEETING (CAL. RULES OF COURT, RULE 10.75(C)(1))

Call to Order and Roll Call

Approval of Minutes

Approve minutes of the April 25, 2023, Advisory Committee on Providing Access and Fairness Language Access Subcommittee meeting.

II. Public Comment (Cal. Rules of Court, Rule 10.75(k)(1))

This meeting will be conducted by electronic means with a listen only conference line available for the public. As such, the public may submit comments for this meeting only in writing. In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to lap@jud.ca.gov, attention: Elizabeth Tam-Helmuth. Only written comments received by 12:15 p.m., April 1, 2024, will be provided to advisory body members prior to the start of the meeting.

III. INFORMATION ONLY ITEMS (NO ACTION REQUIRED)

Info 1

Update from Language Access Subcommittee Chair

Presenter: Hon. Victor A. Rodriguez, Chair; Associate Justice of the Court of

Appeal, First Appellate District, Division Three

Info 2

Review Approved 2024 Language Access Projects

The subcommittee will review approved language access projects on the 2024 Annual Agenda for the Advisory Committee on Providing Access and Fairness.

Presenter: Ms. Elizabeth Tam-Helmuth, Senior Analyst, Language Access

Implementation

Info 3

New Language Access Services Webpages

Judicial Council staff will provide a presentation on the new Language Access Services webpages, where information and resources for courts, court interpreters, aspiring court interpreters, and the public are now in one place.

Presenters: Ms. Elizabeth Tam-Helmuth, Senior Analyst, Language Access

Implementation

Ms. Cynthia Miranda, Senior Analyst, Court Interpreters Program

IV. ADJOURNMENT

Adjourn



Advisory Committee on Providing Access and Fairness Language Access Subcommittee

MINUTES OF OPEN MEETING WITH CLOSED SESSION

April 25, 2023

12:15 p.m. – 1:15 p.m.

Advisory Body Hon. Victor A. Rodriguez, Chair, Hon. Manuel J. Covarrubias, Ms. Janet

Members Present: Hudec, Hon. Richard Y. Lee, Ms. Shirley Luo, Hon. Louis R. Mauro,

and Ms. Fariba Soroosh

Advisory Body Ms. Julie Paik

Members Absent:

Others Present: Ms. Irene Balajadia, Ms. Lisa Chavez, Mr. Douglas Denton, Ms. Diana

Glick, Ms. Tatjana Gruner, Ms. Eunice Lee, Ms. Jannie Scott,

Ms. Elizabeth Tam-Helmuth, Mr. Gregory Tanaka, and Ms. Esther Vang

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 12:15 p.m., and staff took roll call.

Approval of Minutes

The Subcommittee reviewed and approved the minutes of the October 6, 2022, meeting.

INFORMATIONAL ITEMS (ITEMS 1-3)

Info 1: Update from Language Access Subcommittee Chair

Justice Rodriguez shared the 2023 annual agendas for advisory committees, including the Advisory Committee on Providing Access and Fairness, were reviewed and approved by Executive Committee on April 12.

At the April 20 PAF meeting, staff discussed an Invitation to Comment on a proposal that's circulated by the Court Interpreters Advisory Panel on new American Sign Language (ASL) requirements. The proposal is designed to increase the number of qualified ASL court interpreters for California. The proposal is posted online for public comment. Interested stakeholders can submit comments by May 26, 2023.

He shared the Language Access Services staff is working with the National Center for State Courts (NCSC) under contract to develop and conduct live webinars to assist with remote interpreting and was invited to be the moderator and to serve as a panelist on an educational webinar, on May 18, specifically for judges focusing on family law domestic violence cases and remote hearings with interpretation. The diverse panel also includes a trial court judge, court

interpreter, and domestic violence advocate.

Lastly, Justice Rodriguez shared Judge Covarrubias plans to retire from the bench on April 30 and recognized and thanked him for his almost 30 years as a judicial officer and particularly, his tireless efforts and commitment to access to justice and language access in state courts.

Info 2: Self-Help Guide

Senior Analyst Elizabeth Tam-Helmuth provided a presentation, including a demonstration of the California Courts Online Self-Help Guide's newly dedicated language webpages, on staging site. Staff is working with council Information Technology/Webcontent staff to launch the language drop-down feature later this year.

Info 3: Review Approved 2023 Language Access Projects

Language Access Services staff reviewed the two approved 2023 language access projects:

- 1. <u>Language Access Signage and Technology (S&T) Grants</u>: Senior Analyst Irene Balajadia provided a presentation on the S&T Grants, including an update on the Cycle 5, Fiscal Year, 2023-24, application period which launched on March 27, 2023, and closed on April 21, 2023. She also highlighted three courts (Butte, San Bernardino, and Sutter Superior Courts) for their completed grant projects from the first three cycles of the grant.
- 2. <u>Public Outreach for the Online California Courts Self-Help Guide</u>: Senior Analyst Elizabeth Tam-Helmuth reviewed and discussed proposed strategies to support public outreach and help ensure that multilingual resources on the California Courts Online Self-Help Guide are reaching LEP communities.

ADJOURNMENT

There being no further open meeting business, the meeting was adjourned at 12:55 p.m.

Approved by the advisory body on X.

Advisory Committee on Providing Access and Fairness Annual Agenda¹—2024

Approved by the Executive and Planning Committee: March 14, 2024

I. COMMITTEE INFORMATION

Chair:	Hon. Victor A. Rodriguez, Cochair, Associate Justice of the Court of Appeal, First Appellate District, Division Three Hon. Kevin C. Brazile, Cochair, Judge of the Superior Court of California, County of Los Angeles
Lead Staff:	Ms. Cristina Resendiz-Johnson, Attorney, Center for Families, Children & the Courts

Committee's Charge/Membership:

Rule 10.55 of the California Rules of Court states the charge of the Advisory Committee on Providing Access and Fairness (PAF), which is to make recommendations for improving access to the judicial system, fairness in the state courts, diversity in the judicial branch, and court services for self-represented parties. The committee also makes recommendations to the Center for Judicial Education and Research (CJER) Advisory Committee, proposals for the education and training of judicial officers and court staff.

Rule 10.55(c) sets forth the membership position of the committee. PAF has 30 members. The current committee <u>roster</u> is available on the committee's web page.

Subcommittees/Working Groups²:

- 1. Judicial Diversity Toolkit Working Group: Review and consider ideas and recommendations in collaboration with members of the State Bar's Council on Access and Fairness (COAF) for future updates to design and content to the Pathways to Judicial Diversity website; lead efforts on disseminating information statewide through collaboration with justice partners.
- 2. Ad Hoc Legislation Working Group: Review and receive updates on legislation from Judicial Council Governmental Affairs in the areas of access and fairness affecting the judicial branch.
- 3. Ad Hoc Racial Justice Working Group: The working group will gather information on branchwide efforts in racial justice and bias, work with stakeholders in promoting those activities, and consider recommendations on racial justice within the branch for the committee.

¹ The annual agenda outlines the work a committee will focus on in the coming year and identifies areas of collaboration with other advisory bodies and the Judicial Council staff resources.

² California Rules of Court, <u>rule 10.30 (c)</u> allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.

4.	Standing Language Access Subcommittee: Advise and present recommendations to PAF regarding the Language Access Plan (LAP) and its overarching goal of ensuring access to justice for all court users, especially court users with limited English proficiency; as appropriate, make recommendations to PAF in the areas of technology, education, and translation; as well as recommendations on legislative and rule of court proposals to enhance language access services throughout the judicial branch.		
	Meetings Planned for 2024 ³ (Advisory body and all subcommittees and working groups) Date/Time/Location or Teleconference:		
Re	egular bi-monthly teleconference meetings on third Thursdays, 12:15–1:15 p.m., beginning February 2024.		
	Check here if exception to policy is granted by Executive Office or rule of court.		

³ Refer to *Operating Standards for Judicial Council Advisory Bodies* for governance on in-person meetings. 2

II. COMMITTEE PROJECTS

New or One-Time Projects⁴ Priority⁵ 1 Project Title: Develop Training for Court Staff on Appropriate Use of Machine Translation Tools (Implementation Project) Strategic Plan Goal⁶ IV **Project Summary**⁷: The Language Access Subcommittee will partner with Judicial Council staff from the Center for Families, Children & the Courts (CFCC) and Information Technology (IT) to develop training for court staff, including self-help center staff, on the appropriate use of machine translation tools within the courthouse. Training will ensure that machine translation tools are used appropriately for different situations and maintain meaningful and accurate communication between litigants and the court. Training will also highlight situations where an in-person or telephonic interpreter may be needed to ensure that legal rights and remedies are maintained and to avoid misunderstandings in communication. Status/Timeline: December 2024. Fiscal Impact/Resources: CFCC and IT staff. Contractor services may also be used with funding from existing Language Access Services program resources. This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.

Internal/External Stakeholders: Training development will include input from court stakeholders (e.g., self-help center staff and court Language Access Representatives).

AC Collaboration: PAF Language Access Subcommittee and Information Technology Advisory Committee (ITAC).

⁴ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or *a program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

⁵ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to or accurately reflect the law; 1(b) Council or an internal committee has directed the committee to consider new or amended rules and forms; 1(c) Change is urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(d) Proposal is otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk. 2(a) Useful, but not necessary, to implement changes in law; 2(b) Responsive to identified concerns or problems; 2(c) Helpful in otherwise advancing Judicial Council goals and objectives.

⁶ Indicate which goal number of *The Strategic Plan for California's Judicial Branch* the project most closely aligns.

⁷ A key objective is a strategic aim, purpose, or "end of action" to be achieved for the coming year.

#	Ongoing Projects and Activities ⁴	
1. Project Tit Project)	Project Title: Public Outreach for the Online California Courts Self-Help Guide (Implementation	Priority ⁵ 1
	Project)	Strategic Plan Goal ⁶ I
	Project Summary: The PAF Language Access Subcommittee will do the following:	
	The Language Access Subcommittee will continue to work with Judicial Council staff to gather ideas and strate outreach to help ensure that multilingual resources, including new remote materials, on the Self-Help Guide are Proficient (LEP) communities.	
	These materials include assistance for self-represented litigants, including infographics, flyers, brochures, video announcements. They will provide information to help LEP court users understand if they need an interpreter, he for court, and basic information about court processes (e.g., preparing for small claims trial, serving legal paper waivers).	now to request an interpreter
	The online California Courts Self-Help Guide will have multilingual materials through the new language drop-will include: Arabic, Chinese (Simplified and Traditional), Farsi, Korean, Punjabi, Russian, Spanish, Tagalog, a	
	This task was included on the committee's prior Annual Agenda.	
	<i>Status/Timeline:</i> By December 30, 2024. This project was not able to be completed in 2023 due to unforeseen improvements and has been moved to 2024.	delays with required web
	Fiscal Impact/Resources: Center for Families, Children & Courts (CFCC), Public Affairs, and Information Tenstaff.	chnology (Webcontent)
	☐ This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Service, relevant materials.	s to ensure their review of
	Internal/External Stakeholders: Trial courts, public including LEP court users and justice partners.	
	AC Collaboration: PAF Language Access Subcommittee.	

#	Ongoing Projects and Activities ⁴	
2.	Project Title: Diversity in The Branch (Implementation Project)	Priority ⁵ 1
		Strategic Plan Goal ⁶ I
	Project Summary: PAF will do the following:	
	 a) Continue to update the <i>Pathways to Judicial Diversity</i> toolkit based on feedback received from users. Conduct presentations and continue the rollout of the toolkit statewide in collaboration with justice partners, provided sufficient resources are available. b) Continue to serve as a subject matter resource with justice partners and stakeholders on initiatives for increasing diversity in the judicial branch. 	
	c) Continue to collaborate with CJER staff on improving and expanding educational resources in a and expertise related to diversity, inclusion, and fairness.	reas under PAF's purview
	d) Work on implementation of the recommendations from the 2021 Judicial Diversity Summit that Judicial Council on December 2, 2022. On March 3, 2023, the Executive and Planning Committ	11

- a. Summit recommendation 1, Increase Education and Resources on Judicial Appointments and Elections Process;
- b. Summit recommendation 3, Strengthen Efforts to Mentor Judicial Officers on the Bench as a Crucial Component of Their Continued Professional Development and Advancement; and
- c. Summit recommendation 4, Strengthen and Coordinate Judicial Outreach to Connect with Diverse Younger Generations.

This task was included on the committee's prior Annual Agenda.

Status/Timeline: Ongoing.

Fiscal Impact/Resources: CFCC, IT, Governmental Affairs, and CJER staff.

recommendations to PAF and its Judicial Council staff for consideration:

This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.

Internal/External Stakeholders: California Judges Association, California Lawyers Association, and California ChangeLawyers.

AC Collaboration: Judicial Diversity Toolkit Working Group, Executive and Planning Committee, Legislation Committee, CJER Advisory Committee, and Trial Court Presiding Judges Advisory Committee (TCPJAC).

#	Ongoing Projects and Activities ⁴		
3.	Project Title: Ad Hoc Racial Justice Working Group (Implementation Project)	Priority ⁵ 1	
		Strategic Plan Goal ⁶ I	
	Project Summary: PAF will do the following:		
	 a) Continue to review and provide updates regarding the branch's efforts to address racial bias and fairness. The working group will gather information on branch wide efforts in racial justice and bias, work with stakeholders in promoting those activities, and consider recommendations on racial justice within the branch to the committee. b) Promote and inform trial court judicial officers and staff statewide on the new <i>Racial Justice Toolkit</i>, an online hub for educational and training resources to assist local courts with increasing access and fairness in the area of racial justice. The toolkit will be continuously updated based on user feedback and ongoing developments in the areas of racial justice, diversity, equity, and inclusion. 		
	This task was included on the committee's prior Annual Agenda. Item b was updated to include new details.		
	Status/Timeline: Ongoing.		
	Fiscal Impact/Resources: CFCC, CJER, Criminal Justice Services (CJS), and IT staff.		
	☐ The project includes allocations or distributions of funds to the courts, which have been reviewed and approved by Budget Service.		
	Internal/External Stakeholders: Trial courts.		
	AC Collaboration: This item may include collaboration with various Judicial Council advisory bodies, including, but not limited to: Family and Juvenile Law Advisory Committee, Court Executives Advisory Committee (CEAC), Collaborative Justice Courts Advisory Committee (CJCAC), Traffic Advisory Committee (TAC), (Criminal Law Advisory Committee (CLAC), Civil and Small Claims Advisory Committee (CSCAC), TCPJAC, ITAC, and Judicial Branch Ethics, and Fairness Curriculum Committee.		
4.	Project Title: Language Access Signage and Technology Grants, Cycle 6 (Implementation Project)	Priority ⁵ 1	
		Strategic Plan Goal ⁶ I	
	Project Summary ⁷ : The PAF Language Access Subcommittee will do the following:		
	 a) In coordination with the Judicial Council Executive Office, PAF Language Access Subcommittee, Information Advisory Committee, and Technology Committee, the Center for Families, Children & the Courts Language 	= -	

Ongoing Projects and Activities⁴

Program will disburse ongoing monies (\$2.35 million each year) from the 2018 Budget Act as grants to trial courts for language access signage and technology initiatives on an annual basis. The grant program commenced in September 2019, following council approval.

b) For fiscal year 2024–25, the grant cycle (Cycle 6) will commence in spring/summer 2024. Council staff will continue to develop annual reports on the grant program.

This grant project was approved on the committee's 2020 annual agenda. and will result in recommendations to the Judicial Council. Item *b* was updated to include new details.

Status/Timeline: Ongoing.

Fiscal Impact/Resources: CFCC, Branch Accounting and Procurement, and IT staff, ongoing monies from 2018 Budget Act.

This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.

Internal/External Stakeholders: Information Technology; trial courts and public, including LEP court users.

AC Collaboration: PAF Language Access Subcommittee, and ITAC.

5. | Project Title: Collaborate and Provide Subject Matter Expertise (Implementation Project)

Priority⁵ 1

Strategic Plan Goal⁶ I

Project Summary: PAF will do the following:

Serve as lead/subject matter resource for issues under the committee's charge to avoid duplication of efforts and contribute to development of recommendations for council action.

Serve as subject matter resource for other stakeholders on subjects under the committee's charge to increase efficiency and avoid duplication of services within the branch.

Provide education and technical assistance to the court self-help centers; make recommendations to the Judicial Council, as needed, regarding reports to the legislature on self-help services, requests for funding for self-help, and updates to the <u>Guidelines for the Operation</u> of Self-Help Centers in California Trial Courts as provided by California Rules of Court, rule 10.960 (e).

Ongoing Projects and Activities⁴

Continue collaborations with the TAC, CLAC, and other relevant Judicial Council advisory bodies and staff on recommendations to improve access and fairness in traffic court. These collaborations started in 2017 when the Rules Committee chair directed PAF to collaborate with TAC and CLAC on recommendations to improve access and fairness in traffic court. This resulted in liaison relationships between the three committees as well as successful collaborations on several rules and forms, including the "Ability to Pay" rules and forms which went into effect in April 2018. PAF will continue to collaborate with and provide subject-matter expertise to CLAC and TAC as appropriate.

Provide technical assistance to JusticeCorps program on evaluation of members' career paths and promote program's efforts to increase diversity in the legal system and enhance civics education.

Post-Pandemic Initiative - Outreach on Remote Services including the SRL portal.

Post-Pandemic Initiative - Explore partnerships with community-based organizations to assist with remote proceedings.

This task was included on the committee's prior Annual Agenda.

Status/Timeline: Ongoing.

Fiscal Impact/Resources: CFCC, Governmental Affairs, IT, and CJS staff.

This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.

Internal/External Stakeholders: None.

AC Collaboration: This item may include collaboration with various Judicial Council advisory bodies, including, but not limited to: Family and Juvenile Law Advisory Committee, TCPJAC, CEAC, CJCAC, TAC, CLAC, CSCAC, ITAC; and Judicial Branch Ethics, and Fairness Curriculum Committee.

Ongoing Projects and Activities ⁴		
Project Title: Improving Access and Fairness through Technology (Implementation Project)	Priority ⁵ 1	
	Strategic Plan Goal ⁶ I	
Project Summary: PAF will do the following:		
 a) Continue coordinating with the Judicial Council's ITAC on the development of the online California Courts Self-Help Guide. (See <i>The Critical Role of the State Judiciary in Increasing Access for Self-Represented Litigants: Self-Help Access 360</i>); b) Coordinate with the Judicial Council's ITAC on development of a new reporting portal to assist courts in complying with Civil Code section 54.8 regarding assisted listening devices; c) Discuss and explore with ITAC other intersections between access, fairness, and technology; and d) Explore how to encourage the use of technologies that benefit court users with disabilities. This project does not result in recommendations to the Judicial Council and was approved on the committee's 2016 annual agenda. 		
Status/Timeline: Ongoing.		
Fiscal Impact/Resources: CFCC and IT staff.		
☐ This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.		
Internal/External Stakeholders: None.		

III. LIST OF 2023 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Diversity in the Branch: PAF collaborated with the California Lawyers Association (CLA) and California Judges Association (CJA) to hold various informative panels on increasing judicial diversity throughout the state where the latest data on judicial demographics was shared. One such panel was titled, " <i>Pathways to Justice: Increasing Judicial Diversity</i> " and was held at CLA's annual meeting in San Diego, CA. Status: Presentations of toolkit and judicial diversity data will be ongoing.
2.	Collaborate and Provide Subject Matter Expertise: Staff continued to provide weekly statewide training to Self-Help Center staff on a wide variety of subject matters such as family law updates, form changes, and remote proceedings' customer service. Status: Ongoing.
3.	Language Access Signage and Technology Grants, Cycle 5: This project was completed. A report with grant recommendations for Cycle 5 was approved by the council in September 2023. Status: Completed.

Welcome to the New Language Access Services Webpages



We've moved! Please update your court's website to link to our new webpages. Some popular links are listed below.

Webpage	New Link
Language Access Services homepage	https://languageaccess.courts.ca.gov/
Become a Court Interpreter	https://languageaccess.courts.ca.gov/court-interpreters-
	resources/becoming-court-interpreter
Search for Interpreters	https://languageaccess.courts.ca.gov/court-interpreters-
	resources/search-interpreter
Current Court Interpreters	https://languageaccess.courts.ca.gov/court-interpreters-
	resources/current-court-interpreters
ASL Interpreters	https://languageaccess.courts.ca.gov/court-interpreters-
	resources/become-court-interpreter/american-sign-language-
	<u>interpreter</u>
Court Interpreters Jobs	https://languageaccess.courts.ca.gov/court-interpreters-
	resources/court-interpreter-jobs
Language Access Resources for	https://languageaccess.courts.ca.gov/language-access-resources
Courts	