



JUDICIAL COUNCIL OF CALIFORNIA

LANGUAGE ACCESS PLAN
IMPLEMENTATION TASK FORCE

www.courts.ca.gov/LAP.htm
LAP@jud.ca.gov

LANGUAGE ACCESS PLAN IMPLEMENTATION TASK FORCE OPEN MEETING AGENDA

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

Date: July 6, 2016
Time: 12:00 to 12:30 p.m.
Public Call-in Number: 1-877-820-7831 (Listen Only Passcode: 5656138)

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

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 Open Meeting from May 20, 2016, Language Access Plan (LAP) Implementation Task Force (ITF) in-person business meeting.

II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(2))

Written Comment

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 or mailed or delivered to Language Access Plan Implementation Task Force, c/o Judicial Council of California, 455 Golden Gate Avenue, San Francisco, CA 94102 attention: Douglas Denton. Only written comments received by July 5, 2016, 12:00 p.m. will be provided to advisory body members prior to the start of the meeting.

III. DISCUSSION AND POSSIBLE ACTION ITEM(S)

Draft Model Complaint Form and Procedures [ACTION ITEM]

The Budget and LAP Monitoring Subcommittee will discuss the development of a model complaint form and related procedures for the trial courts. The complaint materials include recommended procedures; a model complaint form along with accompanying instructions for court users to complete the form; best practices to assist the courts; and a web-based complaint form for Judicial Council services only to be hosted on the language access webpage. The subcommittee recommends that the Task Force (1) approve the model complaint form and procedures for distribution to all trial courts and posting on the *Language Access Toolkit*, and (2) proceed with development of a related Rule of Court to make clear that all courts must develop a complaint form and process.

Presenter:

Hon. Steven Austin, Chair, Budget and LAP Monitoring Subcommittee

Draft Court Web Content Guidance Materials [INFORMATIONAL ITEM ONLY]

The Budget and LAP Monitoring Subcommittee will discuss the development of web guidance materials on language access that will help courts update their websites for consistency and uniformity throughout the state. The materials include guidance regarding updating local language access and Limited English Proficiency (LEP) Plan web pages; web site placement of language access information; use of a universal language access icon; a sample updated LEP plan template; and effective web practices for the California courts. The subcommittee recommends that the materials be distributed to all trial courts and posted on the *Language Access Toolkit*.

Presenter:

Hon. Steven Austin, Chair, Budget and LAP Monitoring Subcommittee

IV. ADJOURNMENT

Adjourn