



# JUDICIAL COUNCIL OF CALIFORNIA

ADVISORY COMMITTEE ON PROVIDING  
ACCESS AND FAIRNESS

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## ADVISORY COMMITTEE ON PROVIDING ACCESS AND FAIRNESS LANGUAGE ACCESS SUBCOMMITTEE

### NOTICE AND AGENDA OF OPEN IN-PERSON MEETING

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1) and (e))

THIS MEETING IS BEING RECORDED

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**Date:** October 7, 2021  
**Time:** 12:15 p.m. – 1:15 p.m.  
**Public Call-in Number:** 1-877-820-7831; passcode 5656138 (Listen Only)

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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@jud.ca.gov](mailto:lap@jud.ca.gov).

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

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

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##### Call to Order and Roll Call

##### Approval of Minutes

Approve minutes of the December 10, 2020, Language Access Subcommittee meeting.

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#### II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(1))

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##### Written Comment

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](mailto:lap@jud.ca.gov), attention: Ms. Elizabeth Tam-Helmuth.

Only written comments received by 12:15 p.m., October 6, 2021 will be provided to the Language Access Subcommittee members prior to the start of the meeting.

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**III. INFORMATION ONLY ITEMS (NO ACTION REQUIRED)**

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**Info 1**

**Update from Language Access Subcommittee Chair**

Presenter: Hon. Victor A. Rodriguez, Chair; Judge of the Superior Court, County of Alameda

**Info 2**

**Update on 2021 Language Access Projects**

Staff will provide a status update on the Language Access Subcommittee projects on the 2021 Annual Agenda of the Advisory Committee on Providing Access and Fairness.

Presenters: Language Access Services Staff

**Info 3**

**Review Potential 2022 Language Access Projects**

Subcommittee will review potential language access projects for the 2022 Annual Agenda of the Advisory Committee on Providing Access and Fairness.

Presenters: Language Access Services Staff

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**IV. ADJOURNMENT**

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**Adjourn**



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## ADVISORY COMMITTEE ON PROVIDING ACCESS AND FAIRNESS LANGUAGE ACCESS SUBCOMMITTEE

### MINUTES OF OPEN MEETING

December 10, 2020  
12:15 p.m. – 1:15 p.m.

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**Advisory Body Members Present:** Hon. Victor A. Rodriguez, Chair, Hon. Manuel J. Covarrubias, Ms. Janet Hudec, Mr. David Levin, Hon. Louis Mauro, Ms. Julie Paik, and Hon. Erica Yew

**Advisory Body Members Absent:** N/A

**Others Present:** Ms. Irene Balajadia, Ms. Lisa Chavez, Mr. Matthew Clark, Mr. Douglas Denton, Ms. Danielle McCurry, Ms. Jacquie Ring, and Ms. Elizabeth Tam-Helmuth

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#### OPEN MEETING

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##### 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 Language Access Subcommittee reviewed and approved the minutes of the August 13, 2020, meeting.

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#### INFORMATIONAL ITEMS (ITEMS 1-3)

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##### Item 1

##### Update from Language Access Subcommittee Chair

Chair Judge Victor Rodriguez shared that the final budget for Fiscal Year (FY) 2020-21 signed by the Governor in June 2020 brings the Court Interpreter Program Fund to approximately \$131 million. The Trial Court Budget Advisory Committee is developing recommendations for the Judicial Council on the fund. Judge Rodriguez also shared that he presented an educational session on language access at the Judicial Branch Budget Committee meeting held in July 2020.

For the Language Access Signage and Technology Grant Program, FY 2020-21, the application deadline was extended and ended on August 7, 2020. A total of 23 trial courts

requested grant funding for this cycle. The total requested amount in the signage category was \$738,141.95 (out of \$1M available). The total requested amount in the technology category was \$955,462.25 (out of \$1.35M available).

A small Joint Working Group was formed with members from the Language Access Subcommittee and the Information Technology Advisory Committee (ITAC) to review the grant applications and to assist staff with preliminary grant recommendations. Tentatively, staff is recommending that remaining funding be set aside as contingency funding for the awarded courts to be used in case of need, which was the approach taken in the grant program's first year. In September 2020, staff plans to bring the proposed recommendations and allocations to PAF, ITAC and the Technology Committee for approval, before the recommendations go on to the council in November 2020.

#### **Item 2**

##### **Draft 2020 Language Access Survey**

Mr. Matthew Clark, Analyst in the Language Access Implementation unit, discussed the draft annual language access survey, which for 2020 includes new questions related to the court's provision of interpreters in civil matters, implementation of Rule 1.300, and responses to the COVID-19 pandemic, including use of technology. The survey will launch in September 2020.

#### **Item 3**

##### **Presentation from the National Center for State Courts**

Ms. Jacquie Ring, Language Access Program Manager at the National Center for State Courts (NCSC), provided an overview of two subcommittee projects that fall under a current contract between NCSC and the Judicial Council's Language Access Services Program: conduct of a public outreach campaign, and development of strategies to assist the California courts with the implementation of Rule 1.300.

The public outreach campaign will distribute multilingual educational materials that are hosted on the Language Access Toolkit to courts, court stakeholders, and ethnic media. The materials include infographics, videos and public service announcements in multiple languages to educate the public about court processes. There will also be a series of language access educational webinar sessions held in 2021. The NCSC will work with Language Access Services staff and Judge Rodriguez to develop draft agendas, a format, and possible presenters for the educational webinars.

For Rule 1.300, the NCSC will conduct a review of strategies utilized by courts both in California and nationally to provide language accessibility to court-ordered services and programs. In 2021, NCSC will produce a report that will include recommendations and implementation strategies to assist courts with the implementation of Rule 1.300, including the use of technology to assist LEP court users with access to court-ordered programs and services in their language.

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**ADJOURNMENT**

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

Approved by the Language Access Subcommittee on enter date.

Draft

## **Advisory Committee on Providing Access and Fairness (PAF), Language Access Subcommittee Projects (as of September 2021)**

### 1. Status of 2021 Language Access Subcommittee Annual Agenda Projects

#### **Model Translation Guidelines for Courts**

Staff is developing model translation guidelines for the courts for review by the subcommittee and PAF. The current target for completion is November-December 2021. Once completed, the guidelines will be shared with the Language Access Representatives (LARs) and posted on the Language Access Toolkit.

#### **Support for Implementation of California Rules of Court, Rule 1.300**

In 2021, the National Center for State Courts (NCSC) commenced work on this project with the Language Access Services Program to develop solutions and recommendations to assist the courts and justice partners with implementation of California Rules of Court, Rule 1.300 (language access in court-ordered services). The current target for a report is November-December 2021. Once completed, the report will be shared with the subcommittee and PAF, and then will be shared with the LARs and posted on the Language Access Toolkit.

#### **Language Access Signage and Technology Grants**

The Cycle 3 Grants launched for FY 2021-22 in April 2021. The draft report with grant recommendations is scheduled to go to council for their November 2021 meeting.

#### **Public Outreach Campaign: Phase 2**

The Language Access Services Program, with NCSC, launched Phase 2 of the public outreach campaign in March 2021. The campaign included three virtual webinars in March–May, followed by conduct of direct e-mail outreach to courts and court stakeholders in June, and finally, media placements of translated ads in multi-ethnic print publications and public service announcements in multilingual radio stations throughout the state in August-October 2021.

#### **Annual Language Access Survey**

The 2021 Language Access Survey has been delayed. A survey report for the 2020 survey (covering July 2019 to June 2020) is anticipated for December 2021.

### 2. Potential Language Access Projects for 2022 PAF Annual Agenda

#### ***New:* Update Bench Card on Working with Court Interpreters**

Revise the existing bench card, “Working with Court Interpreters” (2017), to update information for bench officers on the appointment of interpreters in civil matters, in accordance with 2018 amendments to California Rules of Court, Rule 2.893, and to provide them with information regarding waiver of an interpreter by limited English proficient (LEP) court users. The bench

card will also be updated to include guidance for bench officers on the appropriate use of technology when having remote proceedings that require language access (due to the pandemic).

***New: Evaluate Strategies to Support Courts with Implementation of California Rules of Court, Rule 1.300 (Language Access in Court-Ordered Services)***

Evaluate recommendations developed by the NCSC on Rule 1.300 implementation and develop strategies, including potentially developing information for courts on available service providers.

***Ongoing: Language Access Signage and Technology Grants***

a) In coordination with the Judicial Council Executive Office, PAF Language Access Subcommittee, Information Technology Advisory Committee, and Technology Committee, the Center for Families, Children & the Courts Language Access Services Program will disburse ongoing monies (\$2.35 million each year) from the 2018 Budget 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 2022–23, the grant cycle (Cycle 4) will commence in Spring/Summer 2022. Council staff will begin developing annual reports on the grant program.

***Ongoing: Annual Language Access Survey***

As a follow-up to surveys conducted in 2016–20, the Language Access Services Program will send out a language access survey in Summer/Fall 2022 to all 58 trial courts in the state, using the SurveyMonkey online instrument, to determine courts' provision of language access services as of June 30, 2022.

The survey helps the Language Access Subcommittee, PAF, and Judicial Council staff obtain a better picture of the extent to which language services are provided by the courts, as well as areas that may need improvement, especially in the COVID-19 pandemic era.

***Placeholder for Projects assigned by the Ad-Hoc Workgroup on Post-Pandemic Initiatives (P3)***

# Advisory Committee on Providing Access and Fairness

## Annual Agenda<sup>1</sup>—2021

Approved by Executive and Planning Committee: March 11, 2021

### I. COMMITTEE INFORMATION

<b>Chair:</b>	Hon. Luis A. Lavin, Cochair, Associate Justice of the Court of Appeal, Second Appellate District, Division Three Hon. Kevin C. Brazile, Cochair, Presiding Judge of the Superior Court of California, County of Los Angeles
<b>Lead Staff:</b>	Ms. Catherine Ongiri, Attorney, Center for Families, Children & the Courts
<b>Committee's Charge/Membership:</b> <a href="#">Rule 10.55</a> 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 Governing Committee of the Center for Judicial Education and Research (CJER), proposals for the education and training of judicial officers and court staff.  <a href="#">Rule 10.55(c)</a> sets forth the membership position of the committee. PAF has 30 members. The current committee <a href="#">roster</a> is available on the committee's web page.	
<b>Subcommittees/Working Groups<sup>2</sup>:</b> <ol style="list-style-type: none"><li>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 newly created <i>Pathways to Achieving Judicial Diversity in the California Courts</i>; lead efforts on disseminating information statewide through collaboration with justice partners.</li><li>2. Standing Language Access Subcommittee: The Language Access Subcommittee (LAS) will 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. When appropriate, the LAS will make recommendations to PAF in the areas of technology, education, and translation; as well as on legislative and rule of court proposals to enhance language access services throughout the judicial branch.</li></ol>	

<sup>1</sup> 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.

<sup>2</sup> California Rules of Court, rule 10.30 (c) 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.



3. Ad Hoc Legislative Working Group: Review and receive updates on legislation from the Judicial Council Governmental Affairs in the areas of access and fairness affecting the judicial branch.
4. Ad Hoc Racial Justice Working Group: *(New)* The working group will gather information on branch wide efforts in Racial justice and bias, work with stakeholders in promoting those activities, and to consider recommendations on Racial Justice within the branch to the committee.

**Meetings Planned for 2021<sup>3</sup> (Advisory body and all subcommittees and working groups)**

Date/Time/Location or Teleconference:

Regular bi-monthly teleconference meetings on third Thursdays, 12:15–1:15 p.m., beginning February 2021.

Check here if exception to policy is granted by Executive Office or rule of court.

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<sup>3</sup> Refer to [Operating Standards for Judicial Council Advisory Bodies](#) for governance on in-person meetings.

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>4</sup>	
1.	<b>Project Title:</b> Model Translation Guidelines for Courts ( <i>New</i> )	<b>Priority<sup>5</sup> 1</b>
<p data-bbox="170 310 1978 581"><b>Project Summary<sup>7</sup>:</b> The PAF Language Access Subcommittee will do the following: Develop model translation guidelines for courts that provide guidance on the identification of vital documents for translation, including local forms, local court web content and other public-facing materials. The model translation guidelines will also provide guidance on the identification of languages for translation and procuring the services of professional translators. Specific guidance will be included for courts on use of machine translation for local forms, documents and web content. This project will support Goal IV of the <i>Strategic Plan for Language Access in the California Courts</i>, which provides that “[t]he Judicial Council, assisted by the courts, will identify best practices and resources for the highest quality of document translation and court signage in all appropriate languages.”</p> <p data-bbox="170 613 709 651"><b>Status/Timeline:</b> By December 31, 2021.</p> <p data-bbox="170 683 1207 721"><b>Fiscal Impact/Resources:</b> Center for Families, Children &amp; Courts (CFCC) staff.</p> <p data-bbox="170 721 1923 797"><input type="checkbox"/> <i>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.</i></p> <p data-bbox="170 829 1898 906"><b>Internal/External Stakeholders:</b> Information Technology (Webcontent); courts and public, including limited English proficient (LEP) court users.</p> <p data-bbox="170 938 919 976"><b>AC Collaboration:</b> PAF Language Access Subcommittee.</p>		

<sup>4</sup>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.

<sup>5</sup> 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 the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) 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 statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

<sup>6</sup> Indicate which goal number of [The Strategic Plan for California’s Judicial Branch](#) the project most closely aligns.

<sup>7</sup> A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	New or One-Time Projects <sup>4</sup>	
2.	<b>Project Title:</b> Ad Hoc Racial Justice Working Group (New)	<b>Priority<sup>5</sup></b> 1
<p data-bbox="163 293 1980 418"><b>Project Summary<sup>7</sup>:</b> Convene a PAF working group on Racial Justice 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 to consider recommendations on Racial Justice within the branch to the committee.</p> <p data-bbox="163 451 520 488"><b>Status/Timeline:</b> Ongoing</p> <p data-bbox="163 521 678 558"><b>Fiscal Impact/Resources:</b> CFCC staff.</p> <p data-bbox="163 570 1923 646"><input type="checkbox"/> 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.</p> <p data-bbox="163 683 1623 721"><b>Internal/External Stakeholders:</b> Center Judicial Education Research (CJER) and Criminal Justice Services staff.</p> <p data-bbox="163 753 1944 938"><b>AC Collaboration:</b> This item may include collaboration with various Judicial Council advisory bodies, including, but not limited to: Family and Juvenile Law Advisory Committee, Trial Court Presiding Judges Advisory Committee (TCPJAC), 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 (C&amp;SCAC), Information Technology Advisory Committee (ITAC); and CJER Access, Ethics, and Fairness Curriculum Development Committee.</p>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
1.	<b>Project Title</b> Diversity in The Branch	<b>Priority<sup>5</sup></b> 1
	<b>Strategic Plan Goal<sup>6</sup></b> I	
<p><b>Project Summary<sup>7</sup>:</b> PAF will do the following:</p> <ul style="list-style-type: none"> <li>a) Continue to update the newly revised toolkit, <i>Pathways to Judicial Diversity</i> 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.</li> <li>b) Continue to serve as subject matter resource with justice partners and stakeholders on initiatives for increasing diversity in the judicial branch.</li> <li>c) Continue to collaborate with CJER staff on improving and expanding educational resources in areas under PAF’s purview and expertise related to diversity, inclusion, and fairness.</li> <li>d) Provide technical assistance to courts in creating a judicial mentorship program.</li> <li>e) Continue to plan the 2021 Judicial Diversity Summit with the California Lawyers Association.</li> </ul> <p>This task was included on the committee’s prior Annual Agenda. Items <i>d and e</i> were updated to include new details.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> CFCC staff.</p> <p><input type="checkbox"/> <i>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.</i></p> <p><b>Internal/External Stakeholders:</b> CJER, State Bar’s COAF, California Judges Association, California Lawyers Association, and California Change Lawyers.</p> <p><b>AC Collaboration:</b> Judicial Diversity Toolkit Working Group.</p>		
2.	<b>Project Title:</b> Futures Recommendations for an Early Education Program in Civil and Small Claims	<b>Priority<sup>5</sup></b> 1
	<b>Strategic Plan Goal<sup>6</sup></b> I	
<p><b>Project Summary<sup>7</sup>:</b> Continue developing content for an education program to aid the growing number of self-represented litigants (SRLs) in civil litigation and small claims matters.</p>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p>The project is being done at the direction of the Chief Justice.</p> <p><b>Status/Timeline:</b> By June 30, 2021.</p> <p><b>Fiscal Impact/Resources:</b> CFCC; Legal Services; and Information Technology (IT) staff.</p> <p><input type="checkbox"/> <i>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.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> C&amp;SCAC; ITAC; Judicial Council Digital Services Team; and TBD.</p>	
3.	<b>Project Title: Support for Implementation of California Rules of Court, Rule 1.300</b>	<b>Priority<sup>5</sup> 1</b>
	<p><b>Project Summary<sup>7</sup>:</b> The PAF Language Access Subcommittee will do the following:</p> <ul style="list-style-type: none"> <li>a) Work with Judicial Council staff, trial courts and the National Center for State Courts (NCSC) to develop solutions and recommendations to assist the courts and justice partners with implementation of rule 1.300.</li> <li>b) The project scope includes consultation with stakeholders and development of recommendations and concrete solutions that will allow courts to partner with other courts and with community service providers in the use of technology and other means to expand LEP access to court-ordered services in their language.</li> </ul> <p><b>Status/Timeline:</b> Spring 2021 (for report with recommendations).</p> <p><b>Fiscal Impact/Resources:</b> CFCC’s Language Access Services Program staff, including program budget for consultant projects as needed (already funded) and Information Technology staff.</p> <p><input type="checkbox"/> <i>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.</i></p> <p><b>Internal/External Stakeholders:</b> Information Technology; trial courts, LEPs, public, community providers, and justice partners.</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<i>AC Collaboration:</i> PAF Language Access Subcommittee.	
4.	<b>Project Title: Language Access Signage and Technology Grants</b>	<b>Priority<sup>5</sup> 1</b>
	<b>Strategic Plan Goal<sup>6</sup> I</b>	
	<p><b>Project Summary<sup>7</sup>:</b> The PAF Language Access Subcommittee will do the following:</p> <ul style="list-style-type: none"> <li>a) In coordination with the Judicial Council Executive Office, PAF Language Access Subcommittee, Information Technology Advisory Committee, and Technology Committee, the Center for Families, Children &amp; the Courts Language Access Services Program will disburse ongoing monies (\$2.35 million each year) from the 2018 Budget 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.</li> <li>b) For fiscal year 2021–22, the grant cycle (Cycle 3) will commence in Spring 2021. Council staff will begin developing annual reports on the grant program starting in 2021.</li> </ul> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> CFCC, Branch Accounting and Procurement, and IT staff, ongoing monies from 2018 Budget Act.  <input checked="" type="checkbox"/> <i>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.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts and public, including LEP court users.</p> <p><b>AC Collaboration:</b> PAF Language Access Subcommittee and ITAC.</p>	
5.	<b>Project Title: Public Outreach Campaign: Phase 2</b>	<b>Priority<sup>5</sup> 1</b>
	<b>Strategic Plan Goal<sup>6</sup> I</b>	
	<p><b>Project Summary<sup>7</sup>:</b> The PAF Language Access Subcommittee will do the following:</p> <p>This ongoing public outreach work will build on the work commenced in 2019, through a contract with the NCSC, that developed a suite of multilingual material including print materials, audio files, and videos which are now posted to the Language Access Toolkit. Phase 2 is</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p>a public outreach campaign to take place in Spring 2021 to inform LEP court users across the state of language services available in the court and to provide information on common court procedures.</p> <p>The campaign will include direct outreach to stakeholders, including justice partners, community organizations, legal aid services organizations, law libraries, city/county bar associations, and ethnic bar associations; presentation of three educational webinar sessions; and paid placement/media buys with ethnic media outlets (Ethnic Media Services) to distribute the educational materials located on the Language Access Toolkit.</p> <p><b>Status/Timeline:</b> Spring 2021.</p> <p><b>Fiscal Impact/Resources:</b> CFCC, including program budget for consultant projects as needed (already funded), Public Affairs, and Information Technology (Webcontent).</p> <p><input type="checkbox"/> <i>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.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts, public including LEP court users, and justice partners.</p> <p><b>AC Collaboration:</b> PAF Language Access Subcommittee.</p>	
6.	<b>Project Title: Annual Language Access Survey</b>	<b>Priority<sup>5</sup> 1</b>
	<p><b>Strategic Plan Goal<sup>6</sup> I</b></p> <p><b>Project Summary<sup>7</sup>:</b> The PAF Language Access Subcommittee will do the following:</p> <p>As a follow-up to surveys conducted in 2016–20, the Language Access Services Program will send out a language access survey in Summer 2021 to all 58 trial courts in the state, using the SurveyMonkey online instrument, to determine courts’ provision of language access services as of June 30, 2021.</p> <p>The survey helps the Language Access Subcommittee, PAF, and Judicial Council staff obtain a better picture of the extent to which language services are provided by the courts, as well as areas that may need improvement, especially in the COVID-19 pandemic era.</p> <p><b>Status/Timeline:</b> By December 31, 2021.</p> <p><b>Fiscal Impact/Resources:</b> CFCC staff.</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><input type="checkbox"/> <i>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.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts and public, including LEP court users.</p> <p><b>AC Collaboration:</b> PAF Language Access Subcommittee.</p> <p><b>Internal/External Stakeholders:</b> Trial courts and public.</p> <p><b>AC Collaboration:</b> PAF Language Access Subcommittee.</p>	
7.	<p><b>Project Title: Collaborate and Provide Subject Matter Expertise</b></p>	<p><b>Priority<sup>5</sup> 1</b></p> <p><b>Strategic Plan Goal<sup>6</sup> I</b></p>
	<p><b>Project Summary<sup>7</sup>:</b> PAF will do the following:</p> <p>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.</p> <p>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.</p> <p>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 <a href="#">Guidelines for the Operation of Self-Help Centers in California Trial Courts</a> as provided by <a href="#">California Rules of Court, rule 10.960(e)</a>.</p> <p>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.</p>	



#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p>Per a request from CLAC, provide subject matter expertise as CLAC undertakes a project to perform a user-centered design review of the Judicial Council’s criminal law forms. This may include recommendations regarding plain language translation, usability testing, use of informational sheets, and other factors affecting the user-friendliness of forms that CLAC seeks to review.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> CFCC, Governmental Affairs, and CJS staff.</p> <p><input type="checkbox"/> <i>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.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> This item may include collaboration with various Judicial Council advisory bodies, including, but not limited to: Family and Juvenile Law Advisory Committee, TCPJAC, CEAC, CJAC, TAC, CLAC, C&amp;SCAC, ITAC; and CJER Access, Ethics, and Fairness Curriculum Development Committee.</p>	
8.	<p><b>Project Title: Improving Access and Fairness through Technology</b></p>	<p><b>Priority<sup>5</sup> 1</b></p> <p><b>Strategic Plan Goal<sup>6</sup> I</b></p>
	<p><b>Project Summary<sup>7</sup>:</b> PAF will do the following:</p> <p>a) Continue coordinating with the Judicial Council’s ITAC on developing a Self-Represented Litigant E-Portal. (See <a href="#">The Critical Role of the State Judiciary in Increasing Access for Self-Represented Litigants: Self-Help Access 360</a>); and</p> <p>b) Discuss and explore with ITAC other intersections between access, fairness, and technology.</p> <p>Explore how to encourage use of technologies that benefit court-users with disabilities.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> CFCC and IT staff.</p> <p><input type="checkbox"/> <i>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.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p>	

#	Ongoing Projects and Activities <sup>4</sup>	
	<i>AC Collaboration:</i> ITAC.	
9.	<b>Project Title: Mental Health Recommendations</b>	<b>Priority<sup>5</sup> 2</b>
	<p data-bbox="176 435 1980 505"><b>Project Summary<sup>7</sup>:</b> Continue to review and implement recommendations referred to PAF from the Mental Health Issues Implementation Taskforce. <a href="#">Final Report of the Mental Health Issues Implementation Taskforce.</a></p> <p data-bbox="176 545 1980 615">The chairs of Executive and Planning Committee and Rules Committee referred mental health recommendations to various advisory committees, including PAF. This task was included on the committee’s prior annual agenda.</p> <p data-bbox="176 656 537 695"><b>Status/Timeline:</b> Ongoing.</p> <p data-bbox="176 735 827 774"><b>Fiscal Impact/Resources:</b> CFCC and CJER staff.</p> <p data-bbox="176 774 1980 844"><input type="checkbox"/> <i>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.</i></p> <p data-bbox="176 885 699 924"><b>Internal/External Stakeholders:</b> None.</p> <p data-bbox="176 964 1665 1003"><b>AC Collaboration:</b> Family and Juvenile Law Advisory Committee, CJCAC, CJER Advisory Committee, and TBD.</p>	

### III. LIST OF 2020 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p><b>Form MC-410: Request for Accommodations by Persons with Disabilities:</b> PAF took lead responsibility for this proposal to redesign the MC-410 form and MC-410 information sheet. The redesigned MC-410 form preserves the substantive and legal content of the previous version but presents the content in plain language, with enhanced visual accessibility and compliance with standards for web accessibility of materials.</p> <p>Status: Forms MC-410 and MC-410-INFO went into effect on January 1, 2021.</p>
2.	<p><b>Diversity in the Branch:</b> PAF presented the Pathways to Judicial Diversity website and toolkit in person once and four times by videoconference throughout the state including to local courts, bar associations leaders, and to the Judicial Nominees Commission. PAF successfully pivoted to virtual presentations due to COVID-19.</p> <p>Status: Presentations of toolkit will be ongoing in 2021.</p>
3.	<p><b>Collaborate and Provide Subject Matter Expertise:</b> Specifically, during the state of emergency caused by the pandemic:</p> <ul style="list-style-type: none"> <li>• Created Hot Docs forms completion program for unlawful detainer forms based on changes to the law during COVID-19.</li> <li>• Provided training on the COVID-19 emergency rules related to unlawful detainers to Self-Help Centers statewide.</li> <li>• Created a statewide education and training website resource and convened weekly online trainings and updates during COVID-19 for Self-Help providers.</li> </ul> <p>Status: Ongoing.</p>
4.	<p><b>Support for Implementation of California Rules of Court, Rule 1.300:</b> PAF’s Language Access Subcommittee consulted with NCSC to assist with implementation of California Rules of Court, rule 1.300. A report will be shared in Spring 2021 with recommendations and concrete solutions to help facilitate greater public access to court-ordered programs and services in different languages.</p> <p>Status: Ongoing.</p>
5.	<p><b>Language Access Signage and Technology Grants:</b> In coordination with the Judicial Council Executive Office, PAF Language Access Subcommittee, ITAC, CFCC Language Access Services Program disbursed ongoing monies (\$2.35 million each year) for language access signage and technology grants, which are supported by the 2018 Budget Act. In April 2020, grants were approved by the council for 28 courts for FY 2019–20. In November 2020, the council approved grants for 23 courts for FY 2020–21.</p> <p>Status: Ongoing.</p>
6.	<p><b>Public Outreach Campaign: Phase 2:</b> PAF’s Language Access Subcommittee consulted with the NCSC and developed a proposed plan for a public outreach campaign to take place in 2021. The campaign will inform LEP court users across the state of language services available in the court and will provide information on common court procedures, including materials available on the Language Access Toolkit.</p> <p>Status: Ongoing.</p>

#	Project Highlights and Achievements
7.	<p><b>Annual Language Access Survey:</b> As a follow-up to surveys conducted in 2016–2019, the LAS sent out a language access survey to all 58 trial courts in July 2020 regarding courts’ provision of language access services. A report with results from the 2020 survey is planned for release in 2021.</p> <p>Status: Ongoing.</p>
8.	<p><b>Improving Access and Fairness through Technology:</b> PAF in collaboration with the Judicial Council’s ITAC continued developing a Self-Represented Litigant E-Portal.</p> <p>Launched the Divorce or Separation content of the Self-Represented Litigant Portal in December 2020.</p> <p>Status: Ongoing</p>
9.	<p><b>Collaborate and Provide Subject Matter Expertise:</b> PAF and CFCC staff developed Emergency Court Action and COVID-19 resource webpage and converted the COVID-19 emergency rules in Family Law, Restraining Orders, Estate Planning, Housing and resources for Tribes and Tribal Courts into plain language. The content was also translated into Spanish, Chinese, Vietnamese, and Korean and posted on the California Courts Website.</p> <p>Status: Ongoing</p>