



JUDICIAL COUNCIL OF CALIFORNIA

ADVISORY COMMITTEE ON PROVIDING
ACCESS AND FAIRNESS

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accessfairnesscomm@jud.ca.gov

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ADVISORY COMMITTEE ON PROVIDING ACCESS AND FAIRNESS

NOTICE AND AGENDA OF OPEN MEETING

Open to the Public Unless Indicated as Closed (Cal. Rules of Court, rule 10.75(c)(1) and (k)(1))

THIS MEETING IS BEING CONDUCTED BY ELECTRONIC MEANS

THIS MEETING IS BEING RECORDED

Date: December 17, 2020
Time: 12:15 p.m. – 1:15 p.m.
Public Call-in Number: 877-820-7831; passcode 1456449 (Listen Only)

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 accessfairnesscomm@jud.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

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 accessfairnesscomm@jud.ca.gov or mailed or delivered to Judicial Council of California, 455 Golden Gate Avenue, San Francisco, California 94102, attention: Catherine Ongiri. Only written comments received by **10:00 a.m. December 16, 2020** will be provided to advisory body members prior to the start of the meeting.

III. DISCUSSION AND POSSIBLE ACTION ITEMS

Item 1

2021 Annual Agenda Projects

Presenter: Justice Luis Lavin

Item 2

Language Access Subcommittee

Presenter: Judge Victor Rodriguez

Item 3

Model Self Help Pilot

Presenter: Bonnie Rose Hough

Item 4

Judicial Diversity Update

Presenter: Judge Kevin Brazile and Catherine Ongiri

IV. ADJOURNMENT

Adjourn

Advisory Committee on Providing Access and Fairness
Annual Agenda¹—2020

Approved by Executive and Planning Committee: Amended October 21, 2020

I. COMMITTEE INFORMATION

Chair:	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
Lead Staff:	Ms. Catherine Ongiri, 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 Governing Committee of the Center for Judicial Education and Research (CJER), 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 roster is available on the committee's web page.	
Subcommittees/Working Groups²: <ol style="list-style-type: none">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.2. 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.	

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, 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.

Meetings Planned for 2020³ (Advisory body and all subcommittees and working groups)

Regular bi-monthly teleconference meetings on third Thursdays, 12:15–1:15 p.m., beginning February 2020.

April 17, 2020, annual in-person meeting in San Francisco. *Cancelled due to COVID-19 pandemic.*

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.

II. COMMITTEE PROJECTS

#	New or One-Time Projects ⁴	
1.	Project Title: Form MC-410: Request for Accommodations by Persons with Disabilities	Priority⁵ 2(b) Strategic Plan Goal⁶ I, V
<p>Project Summary⁷: PAF will do the following:</p> <ul style="list-style-type: none"> a) Circulate the revised MC-410 form and proposed MC-410-INFO sheet and address any public comments; and b) Implement information sheet, MC-410 INFO to accompany form MC-410 to be effective January 1, 2021. <p>This proposal redesigns the MC-410 and recommends the adoption of a new information sheet, the MC-410-INFO, to accompany and explain the process to request an accommodation for disability. The goal of the redesign process is to preserve the substantive and legal content of the MC-410 and present that content in plain language, with enhanced visual accessibility and compliance with standards for web accessibility of materials.</p> <p>Status/Timeline: Complete upon approval by Judicial Council of Consent Agenda at September 2020 meeting.</p> <p>Fiscal Impact/Resources: CFCC and CJER staff with disability expertise.</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>Internal/External Stakeholders: None.</p> <p>AC Collaboration: TBD.</p>		

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 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.

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.

#	New or One-Time Projects ⁴	
2.	Project Title: ADA Bench Card Update (New)	Priority⁵ 2 <i>Deferred</i>
<p>Project Summary⁷: Work in collaboration with the Center for Judicial Education and Research (CJER) to review and make recommendations to update and revise the ADA Bench card for judicial officers.</p> <p>Status/Timeline: Deferred due to impacts on the judicial branch relating to the COVID-19 pandemic.</p> <p>Fiscal Impact/Resources: Center for Families, Children & the Courts (CFCC) and CJER.</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>Internal/External Stakeholders: Trial courts.</p> <p>AC Collaboration: TBD.</p>		Strategic Plan Goal⁶ I

#	Ongoing Projects and Activities⁴	
1.	Project Title: Diversity in The Branch	Priority⁵ 1
		Strategic Plan Goal⁶ I
	<p>Project Summary⁷: PAF will do the following:</p> <ul style="list-style-type: none"> 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. b) Continue to serve as 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 areas under PAF’s purview and expertise related to diversity, inclusion, and fairness. <p>This task was included on the committee’s prior Annual Agenda. Items <i>a</i>, <i>b</i>, and <i>c</i> were updated to include new details.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: CJER, State Bar’s Committee on Access and Fairness (COAF), California Judges Association, California Lawyers Association (CLA), and California Change Lawyers.</p> <p>AC Collaboration: Judicial Diversity Toolkit Working Group.</p>	
2.	Project Title: Futures Recommendations for an Early Education Program in Civil and Small Claims	Priority⁵ 1
		Strategic Plan Goal⁶ I
	<p>Project Summary⁷: 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> <p>The project is being done at the direction of the Chief Justice.</p>	

#	Ongoing Projects and Activities⁴	
	<p>Status/Timeline: December 2020.</p> <p>Fiscal Impact/Resources: CFCC; Legal Services (LS); 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>Internal/External Stakeholders: None.</p> <p>AC Collaboration: Civil and Small Claims Advisory Committee (C&SCAC); Information Technology Advisory Committee (ITAC); Judicial Council's Digital Services Team; and TBD.</p>	
3.	<p>Project Title: Support for Implementation of California Rules of Court, Rule 1.300</p>	<p>Priority⁵ 1</p> <p>Strategic Plan Goal⁶ I</p>
	<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following:</p> <ul style="list-style-type: none"> a) Work with Judicial Council staff, trial courts and a consultant to develop solutions and recommendations to assist the courts and justice partners with implementation of rule 1.300; and 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. <p>Status/Timeline: Spring 2021 (for report with recommendations).</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts, LEPs, public, community providers, and justice partners.</p> <p>AC Collaboration: PAF Language Access Subcommittee and Information Technology Advisory Committee.</p>	

#	Ongoing Projects and Activities⁴	
4.	Project Title: Language Access Signage and Technology Grants	Priority⁵ 1
		Strategic Plan Goal⁶ I
<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following:</p> <ul style="list-style-type: none"> a) In coordination with the Judicial Council Executive Office, PAF Language Access Subcommittee, and the Information Technology Advisory Committee, the Center for Families, Children & the Courts (CFCC) 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. b) For fiscal year 2019-20, Language Access Services Program staff plans to make recommendations for Judicial Council approval in March 2020 on signage and technology projects. For fiscal year 2020-21, the grant cycle will commence in Summer 2020, to allow courts more time to apply. <p>The Language Access Signage and Technology Grant Program commenced in September 2019, following council approval.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: CFCC, Branch Accounting and Procurement, Information Technology, ongoing monies from 2018 Budget Act.</p> <p><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>Internal/External Stakeholders: Trial courts, LEPs, public, community providers, and justice partners.</p> <p>AC Collaboration: PAF Language Access Subcommittee and Information Technology Advisory Committee.</p>		
5.	Project Title: Public Outreach Campaign: Phase 2	Priority⁵ 1
		Strategic Plan Goal⁶ I
<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following: This phase of continuing public outreach is intended to build communication channels, including through ethnic media outlets, justice partners and community organizations, and to inform the public as well as help those working directly with LEP individuals to fully access these resources.</p>		

#	Ongoing Projects and Activities⁴	
	<p>This ongoing outreach work will build on the work commenced in 2019, through a contract with the National Center for State Courts, that included developing a suite of multilingual material including print materials, audio files and videos which are now posted to the Language Access Toolkit. Phase 2 will be a public outreach campaign 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>Status/Timeline: Spring 2021.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts, LEPs, public, and justice partners.</p> <p>AC Collaboration: PAF Language Access Subcommittee.</p>	
6.	<p>Project Title: Annual Language Access Survey</p>	<p>Priority⁵ 1</p> <p>Strategic Plan Goal⁶ I</p>
	<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following: As a follow-up to surveys conducted in 2016–2019, the Language Access Services Program will send out a language access survey to all 58 trial courts in the state in July 2020, using the SurveyMonkey online instrument, to determine courts’ current provision of court interpreters in all civil matters.</p> <p>The survey also includes questions regarding courts’ provision of other language access services. The survey will help 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.</p> <p>Status/Timeline: December 2020 (Survey Report).</p> <p>Fiscal Impact/Resources: 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>	

#	Ongoing Projects and Activities ⁴	
	<p><i>Internal/External Stakeholders:</i> Trial courts and public.</p> <p><i>AC Collaboration:</i> PAF Language Access Subcommittee.</p>	
7.	Project Title: Collaborate and Provide Subject Matter Expertise	Priority⁵ 1 Strategic Plan Goal⁶ I
	<p>Project Summary⁷: PAF will do the following:</p> <ul style="list-style-type: none"> a) 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. b) 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. c) 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 Guidelines for the Operation of Self-Help Centers in California Trial Courts as provided by California Rules of Court, rule 10.960(e). d) Continue collaborations with the Traffic Advisory Committee (TAC), Criminal Law Advisory Committee (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 Justice Hull (RUPRO 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. e) 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>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: CFCC, Governmental Affairs, and Criminal Justice Services (CJS) staff.</p>	

#	Ongoing Projects and Activities ⁴	
	<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>Internal/External Stakeholders: None.</p> <p>AC Collaboration: 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), TAC, CLAC, C&SCAC, ITAC; and CJER Access, Ethics, and Fairness Curriculum Development Committee.</p>	
8.	Project Title: Improving Access and Fairness through Technology	Priority⁵ 1
	<p>Strategic Plan Goal⁶ I</p> <p>Project Summary⁷: PAF will do the following:</p> <p>a) Continue coordinating with the Judicial Council’s Information Technology Advisory Committee (ITAC) on developing a Self-Represented Litigant E-Portal. (See The Critical Role of the State Judiciary in Increasing Access for Self-Represented Litigants: Self-Help Access 360); 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>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: None.</p> <p>AC Collaboration: ITAC.</p>	

#	Ongoing Projects and Activities⁴	
9.	Project Title: Guidelines for Machine Translation (including web use) and Use of Tablets to Assist LEP Court Users	Priority⁵ 1 <i>Deferred</i> Strategic Plan Goal⁶ I
<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following: Work on developing guidelines for courts on the appropriate use of machine translation for web, computers or tablets to assist LEP court users with accurate information in their language.</p> <p>These guidelines will help inform court staff so they are trained and ready to work with translation technology, enabling them to confidently and accurately guide LEP court users through court conversations and/or the conduct of court business.</p> <p>Development of guidelines will also support related Futures Commission and ITAC work to explore available technologies and make recommendations to the Judicial Council on the potential for a pilot project using voice-to-text language interpretation at service counters and in self-help centers.</p> <p>Status/Timeline: Deferred due to impacts on the judicial branch relating to the COVID-19 pandemic.</p> <p>Fiscal Impact/Resources: CFCC, including program budget for consultant projects as needed (already funded) and IT staff. <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>Internal/External Stakeholders: Trial courts, LEP, public, community providers, and justice partners.</p> <p>AC Collaboration: PAF Language Access Subcommittee, Information Technology Advisory Committee.</p>		
10.	Project Title: Mental Health Recommendations	Priority⁵ 2 <i>Deferred</i> Strategic Plan Goal⁶ I
<p>Project Summary⁷: Continue to review and implement recommendations referred to PAF from the Mental Health Issues Implementation Taskforce. <i>Final Report of the Mental Health Issues Implementation Taskforce.</i></p> <p>The Chairs of Executive and Planning Committee and Rules and Projects Committee (RUPRO) referred mental health recommendations to various advisory committees, including PAF. This task was included on the committee’s prior annual agenda.</p>		

#	Ongoing Projects and Activities ⁴
	<p>Status/Timeline: Deferred due to impacts on the judicial branch relating to the COVID-19 pandemic.</p> <p>Fiscal Impact/Resources: CFCC and CJER 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>Internal/External Stakeholders: None.</p> <p>AC Collaboration: Family and Juvenile Law Advisory Committee, CJCAC, CJER Advisory Committee, and TBD.</p>

III. LIST OF 2019 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p>Futures Recommendations on Early Education Program in Civil and Small Claims: Made significant progress on the workplan for the Futures Commission recommendations on Early Education in Civil and Small Claims. Specifically:</p> <ul style="list-style-type: none"> • Developed content used in a prototype digital tool created by the Digital Services Team to test the digital version of the simple flowchart for dealing with debt collection (limited civil) matters; • After user testing, determined that release of the simple flowchart, which is complete, would leave SRLs with additional needs and questions that court self-help centers are not currently equipped to resolve; • Expanding the simple flowchart to include every step/form to complete a limited civil matter from identification of the legal issues to Judgment After Trial; • Began development of plans to collect existing training and create needed additional training to assure court self-help centers are prepared to assist with limited civil cases; • Created a prototype limited to post judgment remedies, focusing on digitizing the claim of exemption process. This prototype is published here: https://selfhelp.courts.ca.gov/debt-collection <p>Status: Ongoing; User testing will continue, and the team is expanding the concept into the overall design of the new website. User testing informs the team of needed revisions, then more user testing is needed for each revision.</p>
2.	<p>Diversity in the Branch: PAF in collaboration with members of the State Bar’s Council on Access and Fairness (COAF) completed all revisions, updates, and a redesign to the Judicial Diversity Toolkit, renamed: Pathways to Judicial Diversity. The updated and redesigned Pathways to Judicial Diversity link is also posted as a resource on the JRN website for judicial officers. The newly revised toolkit was presented throughout the state including at the California Lawyers Association (CLA) Annual Meeting, Change Lawyers and UCLA School of Law in Los Angeles, and at the Beyond the Bench Conference in December.</p> <p>Status: The redesign of the toolkit is complete. Presentations of toolkit will be ongoing in 2020.</p>
3.	<p>Language Access Rule of Court: PAF took lead responsibility for this proposal to approve and adopt new California Rules of Court, rule 1.300 and forms LA-350, LA-400, and LA-450 upon the sunset of the Language Access Plan Implementation Task Force in March 2019.</p> <p>Status: Rule 1.300 and forms LA-350, LA-400, and LA-450 went into effect 9/1/2019.</p>
4.	<p>Signage and Technology Grants: The 2018 Budget Act included \$2.35 million in ongoing funding for courts for language access signage and technology. Language Access Services (LAS) worked with courts to identify funding needs and the process to disburse this as a grant program launched in September 2019 with approval from the council.</p> <p>Status: Ongoing.</p>

#	Project Highlights and Achievements
5.	<p>Annual Language Access Survey: As a follow-up to surveys conducted in 2016–2018, the LAS sent out a language access survey to all 58 trial courts in the state in July 2019 to determine the courts’ current provision of court interpreters in all civil matters. It also asked questions regarding courts’ provision of other language access services.</p> <p>Status: Ongoing; Survey for FY 2018-19 completed, survey report with results is planned for release in early 2020.</p>
6.	<p>Public Outreach Campaign: The current language access services contract with the National Center for State Courts includes deliverables to help the council develop a public outreach campaign to reach limited English proficient (LEP) court users across the state.</p> <p>Status: Completed (Phase 1). Multilingual materials for the public outreach campaign loaded to the Language Access Toolkit.</p>
7.	<p>Gender Expression/Identity: Rules and Projects Committee (RUPRO) directed committee staff, based on PAF’s recommendations, to address the need for gender neutrality on court forms by beginning with identifying those court forms requiring changes.</p> <p>Status: Ongoing</p>
8.	<p>Mental Health Recommendations: PAF staff in collaboration with staff from Collaborative Justice Court Advisory Committee, developed and presented workshops on working with techniques and culturally responsive approach to effectively engage with behavioral health issues.</p> <p>Status: Complete.</p>
9.	<p>Form MC-410: Request for Accommodations by Persons with Disabilities: During December 2019, the revised MC-410 was tested by experts. Drafts of the revised Judicial Council form MC-410, proposed Judicial Council form MC-410-INFO and the accompanying Invitation to Comment are currently undergoing internal reviews.</p> <p>Status: The proposed revised form MC-410 and MC-410-INFO will be circulated during the spring cycle of 2020 with a proposed effective date of January 1, 2021.</p>
10.	<p>Comment to the State Bar: On September 23, 2019, PAF drafted and approved public comments, in coordination with Governmental Affairs and Policy Coordination and Liaison Committee, that were submitted on behalf of the Judicial Council to the State Bar Task Force on Access Through Innovation of Legal Services (ATILS) regarding the proposal on Options for Regulatory Reforms to Promote Access to Justice.</p> <p>Status: Complete.</p>

Proposed Projects for the 2021 Advisory Committee on Providing Access and Fairness Annual Agenda (as of 12/11/2020)

New Projects and Activities

1. **New: Project Title:** Model Translation Policy for Courts (LAS)

Project Summary:

Advise Judicial Council staff on development of a model translation policy that will provide guidance to courts on the identification of vital documents for translation, including local forms, local court web content and other public-facing materials. The model policy 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. The model policy also will include specific steps for customizing the policies for local needs.

Ongoing Projects and Activities

1. **Ongoing: Project Title:** Diversity in the Branch

Project Summary:

Continue to update the newly revised toolkit, *Pathways to Judicial Diversity* 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. Continue to serve as subject matter resource with justice partners and stakeholders on initiatives for increasing diversity in the judicial branch. 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.

2. **Ongoing: Project Title:** Futures Recommendations for an Early Education Program in Civil and Small Claims

Project Summary:

Continue developing content for an education program to aid the growing number of self-represented litigants (SRLs) in civil litigation and small claims matters. The project is being done at the direction of the Chief Justice.

3. **Ongoing: Project Title:** Support for Implementation of California Rules of Court, Rule 1.300 (LAS)

Project Summary:

Work with Judicial Council staff, trial courts and the NCSC to develop solutions and recommendations to assist the courts and justice partners with implementation of rule 1.300. 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.

4. **Ongoing: Project Title: Language Access Signage and Technology Grants (LAS)**

Project Summary:

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 (CFCC) 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. 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.

5. **Ongoing: Project Title: Public Outreach Campaign: Phase 2 (LAS)**

Project Summary:

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 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. 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.

6. **Ongoing: Project Title: Annual Language Access Survey (LAS)**

Project Summary:

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 in Summer 2021, using the SurveyMonkey online instrument, to determine courts' provision of language access services as of June 30, 2021. 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.

7. **Ongoing: Project Title: Collaborate and Provide Subject Matter Expertise**

Project Summary:

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 [Guidelines for the](#)

[Operation of Self-Help Centers in California Trial Courts](#) as provided by [California Rules of Court, rule 10.960\(e\)](#). Continue collaborations with the Traffic Advisory Committee (TAC), Criminal Law Advisory Committee (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 Justice Hull (RUPRO 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. 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.

8. Ongoing: Project Title: Mental Health Recommendations

Project Summary:

Continue to review and implement recommendations referred to PAF from the Mental Health Issues Implementation Taskforce. Final Report of the Mental Health Issues Implementation Taskforce. The Chairs of Executive and Planning Committee and Rules and Projects Committee (RUPRO) referred mental health recommendations to various advisory committees, including PAF. This task was included on the committee’s prior annual agenda.

9. Ongoing: Project Title: Improve Access and Fairness through Technology

Project Summary:

Continue coordinating with the Judicial Council’s Information Technology Advisory Committee (ITAC) on developing a Self-Represented Litigant E-Portal. (See [The Critical Role of the State Judiciary in Increasing Access for Self-Represented Litigants: Self-Help Access 360](#)); and discuss and explore with ITAC other intersections between access, fairness, and technology. Explore how to encourage use of technologies that benefit court-users with disabilities.

10. Ongoing: Project Title: ADA Bench Card Update

Project Summary:

Work in collaboration with the Center for Judicial Education and Research (CJER) to review and make recommendations to update and revise the ADA Bench card for judicial officers.