



JUDICIAL COUNCIL OF CALIFORNIA

ADVISORY COMMITTEE ON PROVIDING
ACCESS AND FAIRNESS

Language Access Subcommittee

Open Meeting Materials Index

April 5, 2022, 12:15 p.m. – 1:15 p.m.

1. April 5, 2022 Language Access Subcommittee Meeting Notice and Agenda
2. Draft October 7, 2021 Language Access Subcommittee Meeting Minutes
3. 2022 Advisory Committee on Providing Access and Fairness Annual Agenda
4. Draft Remote Proceeding Materials for LEP Court Users:
 - a) Preparing for Your Remote Court Proceeding on Zoom – Quick Start Guide
 - b) Joining Your Remote Court Proceeding on Zoom
 - c) Connecting to Interpretation on Zoom – Quick Start Guide
 - d) Video Script: Preparing for Your Remote Court Proceeding on Zoom
 - e) Video Script: How to Attend Your Remote Court Proceeding on Zoom
5. Rule 1.300 Review PowerPoint Slides, Presented by the National Center for State Courts



JUDICIAL COUNCIL
OF CALIFORNIA

ADVISORY COMMITTEE ON PROVIDING
ACCESS AND FAIRNESS

www.courts.ca.gov/accessfairnesscomm.htm
lap@jud.ca.gov

Request for ADA accommodations
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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

Date: April 5, 2022
Time: 12:15 p.m. – 1:15 p.m.
Public Log-In, via Zoom: [Click this link](#)
Meeting ID: 160 280 6328, Passcode: 539536

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.

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 October 7, 2021, Language Access Subcommittee meeting.

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

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, attention: Ms. Elizabeth Tam-Helmuth.

Only written comments received by 12:15 p.m., April 4, 2022 will be provided to the Language Access Subcommittee 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

2021 and 2022 Language Access Projects

Staff will provide a status update on language access projects on the PAF 2021 and 2022 Annual Agendas, including efforts to develop multilingual materials to assist LEPs with participation in remote proceedings and update the 2017 bench card on working with court interpreters.

Presenters: Ms. Lisa Chavez, Supervising Analyst, Language Access Services
Ms. Eunice Lee, Senior Analyst, Language Access Services
Ms. Diana Glick, Attorney, Center for Families, Children & the Courts

Info 3

Rule 1.300 Findings and Strategies

The National Center for State Courts (NCSC) will provide an update on findings and potential strategies regarding Rule 1.300.

Presenter: Ms. Jacquie Ring, Principal Consultant, NCSC Language Access Services

IV. ADJOURNMENT

Adjourn



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

MINUTES OF OPEN MEETING

October 07, 2021
12:15 p.m. – 1:15 p.m.

Advisory Body Members Present: Hon. Victor A. Rodriguez, Chair, Hon. Manuel J. Covarrubias, Ms. Janet Hudec, Hon. Richard Y. Lee, Mr. David Levin, Hon. Louis R. Mauro, and Ms. Fariba Soroosh

Advisory Body Members Absent: Ms. Julie Paik

Others Present: Ms. Irene Balajadia, Ms. Lisa Chavez, Mr. Douglas Denton, Ms. Eunice Lee, Ms. Andi Liebenbaum, Ms. Cathy Ongiri, Ms. Josephine Roberts, Ms. Elizabeth Tam-Helmuth, and Mr. Don Will

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 December 10, 2020, meeting.

INFORMATIONAL ITEMS (ITEMS 1–3)

Item 1: Update from Chair

Chair Justice Victor Rodriguez acknowledged Judge Erica Yew for her service to PAF and the Subcommittee. He welcomed two new PAF members who agreed to join the Subcommittee, Judge Richard Y. Lee from Orange Superior Court, and Ms. Fariba Soroosh, Supervising Attorney at Santa Clara Superior Court's Self-Help Center and Family Law Facilitator's Office. Justice Rodriguez shared that for the Fiscal Year (FY) 2021-22 budget, there are new, one-time monies of \$30 million to support hires of new court interpreter employees.

Item 2: Update on 2021 Language Access Projects

Douglas Denton, Principal Manager of Language Access Services, introduced new staff, Senior Analyst Eunice Lee, who will oversee the Video Remote Interpreting (VRI) Program.

Model Translation Guidelines for Courts: The Model Translation Guidelines is currently in

progress. Once completed, the guidelines will be shared with the subcommittee, PAF, and Language Access Representatives (LARs), and posted on the Language Access Toolkit.

Support for Implementation of California Rules of Court, Rule 1.300: Staff is working with the National Center for State Courts (NCSC) to develop findings and strategies to assist the courts and justice partners with implementation of California Rules of Court, Rule 1.300 (language assistance in court-ordered programs and services).

Language Access Signage and Technology Grants: For Cycle 3 grants (FY 2021-22), the draft recommendations were approved by PAF and the Information Technology Advisory Committee, and next go to Technology Committee for approval to submit to council in November 2021.

Language Access Annual Survey: Staff will develop the 2020 survey report in winter 2021.

Public Outreach Campaign: Translated ads and public service announcements ran in multilingual radio stations and print publications throughout the state in August-October 2021.

Item 3: Review Potential 2022 Language Access Projects

Staff reviewed potential projects for inclusion in the 2022 PAF Annual Agenda:

1. **Update Bench Card on Working with Court Interpreters:** A 2017 bench card, previously developed under the Language Access Plan Implementation Task Force, will be updated to include guidance for bench officers on LEP waiver of a court interpreter and the appropriate use of technology when having remote proceedings that require language access.

2. **Evaluate Strategies to Support Courts with Implementation of Rule 1.300:** The Subcommittee and staff will evaluate the findings and potential strategies and considerations from NCSC.

3. **Language Access Signage and Technology Grants:** Staff will launch Cycle 4 (FY 2022-23) of the Signage and Technology Grants application in Spring 2022.

4. **Annual Language Access Survey:** Staff will administer the survey in Summer/Fall 2022 to determine courts' provision of language access services as of June 30, 2022.

5. **Placeholder for Project(s) Assigned by the Ad Hoc Workgroup on Post Pandemic Initiatives:** Staff shared the last project is a placeholder, in the event the PAF and/or Subcommittee is assigned a project by the Ad Hoc Workgroup on Post Pandemic Initiatives.

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 1:00 p.m.

Approved by the Language Access Subcommittee on enter date.

Advisory Committee on Providing Access and Fairness

Annual Agenda¹—2022

Approved by Executive and Planning Committee: March 10, 2022

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, 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 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 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 Judicial Diversity</i> website; lead efforts on disseminating information statewide through collaboration with justice partners.2. 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.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.	

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.

4. 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 to consider recommendations on Racial Justice within the branch to the committee.

Meetings Planned for 2022³ (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 2022.

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: Update Bench Card on Working with Court Interpreters (<i>New/Implementation of Rule 2.893</i>)	Priority⁵ 1 Strategic Plan Goal⁶ I
<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following:</p> <p>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. This project will not result in recommendations to the Judicial Council, supports implementation of rule 2.893, and is updating a bench card previously developed by the Language Access Plan Implementation Task Force to include guidance for judges on rule 2.893 and on remote appearances that may require an interpreter. The current bench card resides on the Judicial Resources Network (JRN).</p> <p>Status/Timeline: The committee will seek review and approval from the Executive and Planning Committee for implementation by December 30, 2022.</p> <p>Fiscal Impact/Resources: Center for Families, Children & Courts (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: Information Technology; Center for Judicial Education and Research (CJER); and bench officers.</p> <p>AC Collaboration: PAF Language Access Subcommittee.</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: Evaluate Strategies to Support Courts with Implementation of California Rules of Court, Rule 1.300 (Language Access in Court Ordered Services) (New/Implementation of Rule 1.300)	Priority⁵ 1 Strategic Plan Goal⁶ I
<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following:</p> <p>Evaluate recommendations developed by the National Center for State Courts on rule 1.300 implementation and develop strategies, including potentially developing information for courts on available service providers. This project will not result in recommendations to the Judicial Council, supports implementation of rule 1.300, and is a continuation of a PAF Annual Agenda project approved for 2021.</p> <p>Status/Timeline: The committee will seek review and approval from the Executive and Planning Committee for project implementation and completion by Spring 2023.</p> <p>Fiscal Impact/Resources: CFCC’s Language Access Services program staff; including program budget for consultant projects as needed.</p> <p><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>Internal/External Stakeholders: Information Technology; trial courts; public including LEP court users; community providers; and justice partners.</p> <p>AC Collaboration: PAF Language Access Subcommittee.</p>		
3.	Project Title: Create multilingual instructional materials for LEP court users on how to participate remotely. (New/Implementation Project to Support LEPs in Remote Appearances)	Priority⁵ 1 Strategic Plan Goal⁶ I
<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following:</p> <p><i>Post-Pandemic Initiative-</i>The Language Access Subcommittee and Judicial Council staff will work with the National Center for State Courts under a current contract to create new instructional infographics and short videos to educate LEP court users on how to participate remotely in hearings for civil and family law matters, including actions involving an interpreter. The materials will be developed in plain English and will include translations of the infographics and videos. This project will not result in recommendations to the Judicial Council</p>		

New or One-Time Projects⁴

and is a new Language Access Services project designed to support implementation of remote access by providing LEP court users with instructional materials (infographics and videos) in their language on how to prepare for and participate in remote proceedings.

Status/Timeline: The committee will seek review and approval from the Executive and Planning Committee for implementation by December 30, 2022.

Fiscal Impact/Resources: CFCC Language Access Services program staff, including program budget for consultant projects as needed.

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: Public Affairs; Information Technology; trial courts; public including LEP court users; and justice partners.

AC Collaboration: PAF Language Access Subcommittee.

#	Ongoing Projects and Activities ⁴	
1.	Project Title: Diversity in The Branch (Implementation Project)	Priority⁵ 1
<p data-bbox="174 305 783 342">Project Summary⁷: PAF will do the following:</p> <ul style="list-style-type: none"> <li data-bbox="226 396 1906 505">a) Continue to update the newly revised toolkit, <i>Pathways to Judicial Diversity</i> website 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 data-bbox="226 516 1881 586">b) Continue to serve as subject matter resource with justice partners and stakeholders on initiatives for increasing diversity in the judicial branch. <li data-bbox="226 610 1829 680">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 data-bbox="226 704 1850 774">d) Continue to work on proposed recommendations from the 2021 Judicial Diversity Summit for the committee and council to consider. <p data-bbox="174 824 1591 862">This project was approved on the committee’s 2013 annual agenda. Item <i>d</i> was updated to include new details.</p> <p data-bbox="174 902 1913 976">Status/Timeline: Ongoing. The committee will seek review and approval of the new items from the Executive and Planning Committee for implementation by December 30, 2022.</p> <p data-bbox="174 1019 678 1057">Fiscal Impact/Resources: CFCC staff.</p> <p data-bbox="174 1065 1906 1146"><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="174 1190 1955 1263">Internal/External Stakeholders: CJER, State Bar’s COAF, California Judges Association, California Lawyers Association, and California Change Lawyers.</p> <p data-bbox="174 1308 978 1346">AC Collaboration: Judicial Diversity Toolkit Working Group.</p>		

#	Ongoing Projects and Activities⁴	
2.	<i>Project Title: Ad Hoc Racial Justice Working Group (Implementation Project)</i>	<i>Priority⁵ 1</i>
	<i>Strategic Plan Goal⁶ I</i>	
<p><i>Project Summary⁷:</i> PAF will do the following:</p> <p>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 to consider recommendations on Racial Justice within the branch to the committee. In 2022, the working group will begin development of an online toolkit with educational and training resources to assist local courts with increasing access and fairness in the area of racial justice. This project may result in recommendations to the Judicial Council as needed. This project was previously included on the 2021 PAF Annual Agenda.</p> <p><i>Status/Timeline:</i> Ongoing. The committee will seek review and approval of the new items from the Executive and Planning Committee for implementation by December 30, 2022.</p> <p><i>Fiscal Impact/Resources:</i> CFCC staff 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><i>Internal/External Stakeholders:</i> Center Judicial Education Research (CJER), Information Technology, and Criminal Justice Services staff.</p> <p><i>AC Collaboration:</i> 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&SCAC), Information Technology Advisory Committee (ITAC); and CJER Access, Ethics, and Fairness Curriculum Development Committee.</p>		
3.	<i>Project Title: Language Access Signage and Technology Grants (Implementation Project)</i>	<i>Priority⁵ 1</i>
	<i>Strategic Plan Goal⁶ I</i>	
<p><i>Project Summary⁷:</i> The PAF Language Access Subcommittee will do the following:</p> <p>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</p>		

#	Ongoing Projects and Activities⁴	
	<p>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.</p> <p>b) For fiscal year 2022–23, the grant cycle (Cycle 4) will commence in Spring/Summer 2022. Council staff will continue to develop annual reports on the grant program.</p> <p>This grant project does result in recommendations to the Judicial Council and was approved on the committee’s 2020 annual agenda.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: CFCC, Branch Accounting and Procurement, and IT staff, 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: Information Technology; trial courts and public, including LEP court users.</p> <p>AC Collaboration: PAF Language Access Subcommittee, ITAC, and Technology Committee.</p>	
4.	<p>Project Title: Align Language Access Data Analytics with Branchwide Data Analytics Framework (Implementation Project)</p>	<p>Priority⁵ 1</p> <p>Strategic Plan Goal⁶ I</p>
	<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following:</p> <p>The subcommittee will work with Judicial Council staff to identify metrics that will assist court decision making and align with the branchwide data analytics framework.</p> <p>This project does not result in recommendations to the Judicial Council and is an implementation project to support implementation of the Language Access Plan. This project was approved on the committee’s 2020 annual agenda as the Annual Language Access Survey. This item has been redefined to capture a more narrow set of language access metrics to complement existing data sources.</p> <p>Status/Timeline: By September 2022 (develop data analytics tool).</p> <p>Fiscal Impact/Resources: CFCC Language Access Services program staff; consultation with Office of Court Research (OCR).</p>	

#	Ongoing Projects and Activities⁴	
	<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, public, including LEP court users, and other stakeholders who have an interest in ensuring the judicial council’s efforts to provide meaningful language access.</p> <p>AC Collaboration: PAF Language Access Subcommittee.</p>	
5.	Project Title Collaborate and Provide Subject Matter Expertise (Implementation Project)	Priority⁵ 1
	<p>Project Summary⁷: 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 Guidelines for the Operation of Self-Help Centers in California Trial Courts as provided by California Rules of Court, rule 10.960(e).</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> <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>	

#	Ongoing Projects and Activities⁴	
	<p><i>New-PAF</i> will serve as subject matter experts to Judicial Council staff responsible for managing the Justice Corps program on the independent evaluation of members’ career paths and the program’s efforts to increase diversity in the legal system and enhance civics education. This evaluation is being done at the request of the funder of the Justice Corps program.</p> <p><i>Post Pandemic Initiative</i> - Outreach on Remote Services including the SRL portal.</p> <p><i>Post Pandemic Initiative</i> - Explore partnerships with community-based organizations to assist with remote proceedings.</p> <p>Status/Timeline: Ongoing. The committee will seek review and approval of the new items from the Executive and Planning Committee for implementation by December 30, 2022.</p> <p>Fiscal Impact/Resources: 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>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, TCPJAC, CEAC, CJCAC, TAC, CLAC, C&SCAC, ITAC; and CJER Access, Ethics, and Fairness Curriculum Development Committee.</p>	
6.	Project Title: Improving Access and Fairness through Technology (Implementation Project)	Priority⁵ 1
	<p>Strategic Plan Goal⁶ I</p> <p>Project Summary⁷: PAF will do the following:</p> <ul style="list-style-type: none"> a) Continue coordinating with the Judicial Council’s 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 b) Discuss and explore with ITAC other intersections between access, fairness, and technology. <p>Explore how to encourage 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.</p> <p>Status/Timeline: Ongoing.</p>	

#	Ongoing Projects and Activities ⁴
	<p><i>Fiscal Impact/Resources:</i> 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><i>Internal/External Stakeholders:</i> None.</p> <p><i>AC Collaboration:</i> ITAC.</p>

III. LIST OF 2021 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p>Diversity in the Branch: PAF collaborated with the California Lawyers Association and California Judges Association to present a three-day Judicial Diversity Summit with six pre-sessions by videoconference. Over 500 people attended the various events for the Judicial Diversity Summit. 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 was able to reach a wider audience statewide by continuing virtual presentations due to COVID-19.</p> <p>Status: Presentations of toolkit will be ongoing in 2022.</p>
2.	<p>Collaborate and Provide Subject Matter Expertise: During the prolonged effects of the COVID-19, staff continued to provide training on the COVID-19 emergency rules related to unlawful detainers to Self-Help Centers statewide. Staff continued to update a statewide education and training website resource and convened weekly online trainings and updates during COVID-19 for Self-Help providers.</p> <p>Status: Ongoing.</p>
3.	<p>Model Translation Guidelines for Courts: PAF’s Language Access Subcommittee is developing 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 guidelines will be presented to PAF and posted to the Language Access Toolkit in Spring 2022.</p> <p>Status: Ongoing.</p>
4.	<p>Support for Implementation of California Rules of Court, Rule 1.300: PAF’s Language Access Subcommittee consulted with NCSC to assist with implementation of California Rules of Court, rule 1.300. A report will be presented to PAF and posted to the Language Access Toolkit in Spring 2022 with recommendations and strategies for review and evaluation by the Language Access Subcommittee.</p> <p>Status: Ongoing.</p>
5.	<p>Language Access Signage and Technology Grants: In coordination with the Judicial Council Executive Office, PAF Language Access Subcommittee, ITAC, and Technology Committee, 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 November 2021, for Cycle 3 of the grant program (FY 2021–22), the council approved grants for 22 courts.</p> <p>Status: Ongoing.</p>
6.	<p>Public Outreach Campaign: Phase 2: PAF’s Language Access Subcommittee consulted with the NCSC and launched the public outreach campaign in March 2021. The outreach included three educational webinars, followed by direct outreach to courts and stakeholders. The campaign concluded with ethnic media runs that ran in August–October 2021, which provided placement of translated public service announcements, and infographics on “Do I Need a Court Interpreter” and “How to Work with a Court Interpreter,” in newspapers and radio stations in the state’s top 8 non-English spoken languages (Cantonese, Farsi, Korean, Mandarin, Russian, Spanish, Tagalog, and Vietnamese).</p> <p>Status: Completed.</p>

#	Project Highlights and Achievements
7.	<p>Annual Language Access Survey: As a follow-up to surveys conducted in 2016–2019, the Language Access Services Program sent out a language access survey to all 58 trial courts in September 2020 regarding courts’ provision of language access services, as of June 30, 2020. A Language Access Metrics Report was issued in Fall 2021. Status: Completed.</p>
8.	<p>Improving Access and Fairness through Technology: PAF in collaboration with the Judicial Council’s ITAC continued developing a Self-Represented Litigant E-Portal. Launched the Consumer Debt, Evictions, Small Claims, Civil Discovery, Domestic Violence, Fee Waivers, and Self-Represented Litigant resources to the Self-Represented Litigant Portal. Status: Ongoing.</p>



Preparing for Your Remote Court Proceeding on Zoom – Quick Start Guide

1. Choose Your Device

Device must have a video camera and microphone.

- Computer (desktop or laptop)
- Tablet
- Smartphone

Don't have one of these devices? Check with the court. You may have other options, like dialing into Zoom using a landline or mobile phone.

2. Recommended — Download the Zoom Application

- Computer: Go to zoom.us/download and download Zoom Client for Meetings.
- Tablet or smartphone: Go to the App Store or Google Play and install the Zoom Cloud Meetings app.

Downloading Zoom gives you greater access to all its features, and it's free.

3. Test Your Camera and Microphone

Go to zoom.us/test to join a test meeting. (This is just a test and no one else will be in the meeting.)

- Check that you can see yourself.
- Check that your microphone is working.
- Practice turning your microphone and camera off and on by selecting the icons.

A red slash through the microphone or camera icon means it is off. No red slash means it is on.

4. Choose a Quiet Location

Choose somewhere that you can be at for some time without having to do other things. Do not choose a busy area of your home or a public location.

Make sure the background of the location you choose is appropriate for court.

5. Check Your Internet Connection or Phone Signal

- Computer or tablet: Go to www.speedtest.net. Zoom requires a minimum speed of 1 Mbps (upload and download) for group video calling.
- Smartphone: If using cellular data, be sure that you are in an area where you will have enough signal to connect without issues with your audio or video.

Be sure to turn off other devices and applications that may be using the internet.

6. Plan to Dress Appropriately

Even though you are not going to court in person, you must still dress appropriately. The clothing you choose should show respect for the court.

7. Have Your Materials Ready

- Have all documents you might need ready for the proceeding.
- Have your Zoom meeting link or meeting ID and passcode ready.
- Have paper and a pen or pencil for taking notes.
- Charge your device and have a power cable nearby.

If you need to show a document as part of your court proceeding, check with the court to find out the best way to do this. The court may want you to send it by email in advance.

8. Contact the Court If You Need Help

If you experience any technical difficulties, contact the court as soon as possible. Also contact the court ahead of time if you will need an interpreter for your court proceeding.

Watch the videos! For more information on using Zoom for your remote court proceeding, go to <https://www.courts.ca.gov/VRI.htm> or scan the QR code.





Joining Your Remote Court Proceeding on Zoom

Some courts may ask you to attend your court proceeding using Zoom. Zoom is a technology program that lets people connect to the same meeting from any location by video. This guide will tell you how to join a remote court proceeding on Zoom. *The information here is subject to change with future updates to Zoom.*

WHAT WILL I NEED TO JOIN THE REMOTE PROCEEDING?

To join the remote proceeding on Zoom, you will need a device for video and audio. This may be a computer (such as a laptop or desktop), tablet, or a smartphone. The device must have a **camera** (for video) and **microphone** (for audio). It must also have **access to the internet or cellular data**.

If you do not have access to one of these devices, you may be able to dial into a remote court proceeding on Zoom using a **landline** or **mobile phone**. Notify the court if you need this option, particularly if you need interpretation.

Follow the instructions below to join your remote proceeding on Zoom depending on your device:

- [Computer Access](#)
- [Smartphone or Tablet Access](#)
- [Telephone Access](#)

Computer Access

There are 2 ways to join a court proceeding using Zoom on a computer:

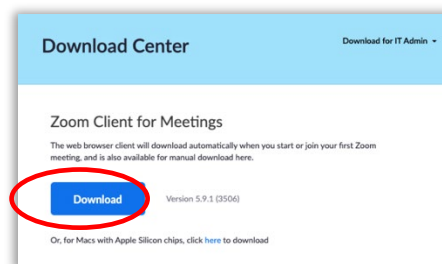
- 1) Download the Zoom application onto your device (*recommended*)
- 2) Join from a web browser

OPTION 1: Download the Zoom Application Onto Your Device (*Recommended*)

Downloading Zoom gives you greater access to all its features, and it's free. If you have already downloaded Zoom onto your device, make sure you have installed the latest updates.

1. Download Zoom Onto Your Device

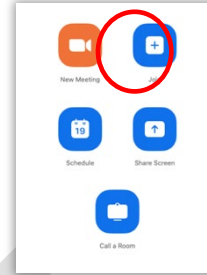
Go to <https://zoom.us/download> to get the most recent version of Zoom Client for Meetings.





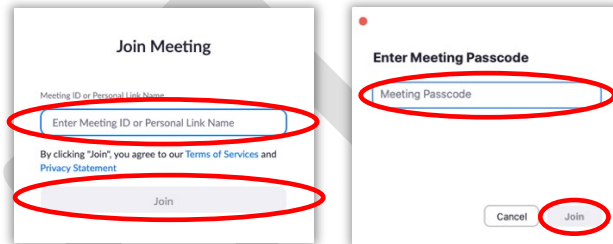
2. Join the Meeting

On the date and time of your court proceeding, open the Zoom application. Select "Join."

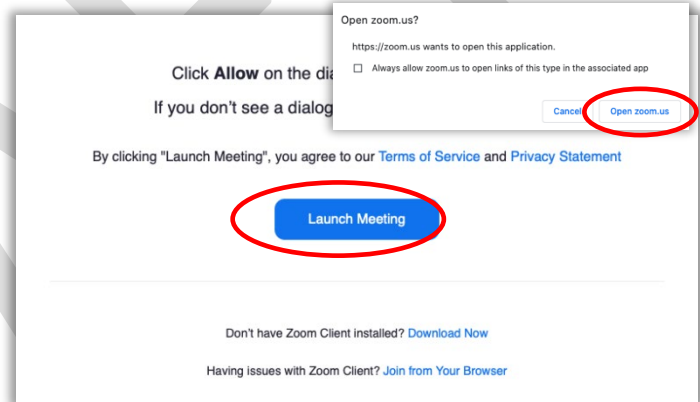


3. Enter the Meeting ID and Passcode

Enter the meeting ID the court has given you. Enter the passcode if prompted. (This information will be in the Zoom meeting invitation sent by the court.) Be sure to enter your full name so the court can identify you. Then select "Join."



Between these steps, Zoom may prompt you to open it using the Zoom application. Select "Launch Meeting." If necessary, select "Open zoom.us" on the pop-up screen.



You may have also received a Zoom meeting link from the court. If so, you may select this link directly or copy and paste it into a browser.

Join Zoom Meeting
<https://zoom.us/j/96214072213?pwd=SThsNTRqOTBkcXRWwUZsS3RFc1lzQT09>

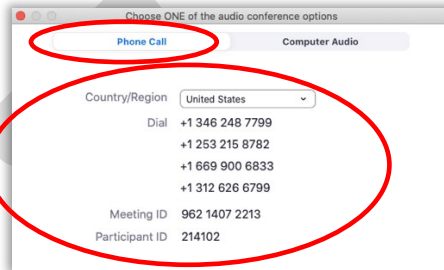
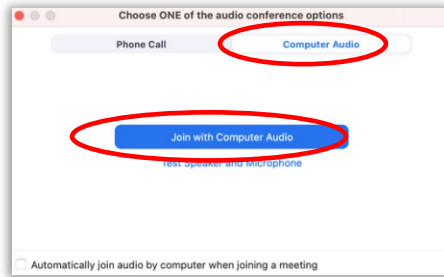


4. Select Your Audio

If your computer has a microphone, select “Computer Audio.” Then select “Join with Computer Audio.”

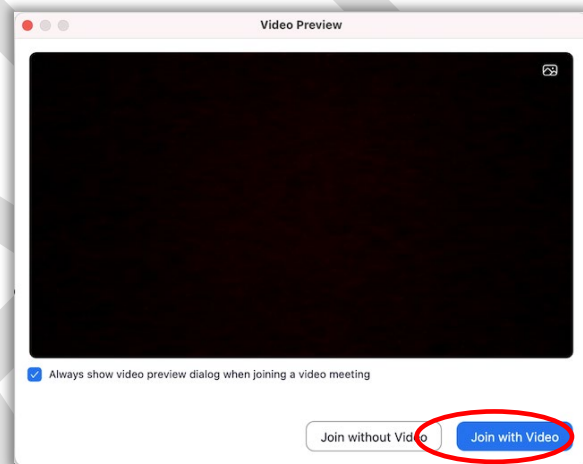
If your computer does not have a microphone, select “Phone Call” and dial one of the numbers provided using your landline or mobile phone. When prompted, enter the meeting ID followed by the # sign. When prompted, enter the participant ID followed by the # sign. (If you do not have a participant ID, press the # sign.)

Notify the court if you require interpretation and need to dial in.



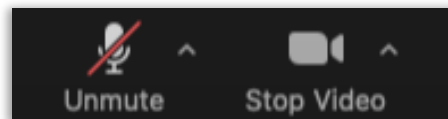
5. Join Video

Zoom will prompt you to join the meeting with or without video. You will see a preview in the window that opens. Select “Join with Video.”



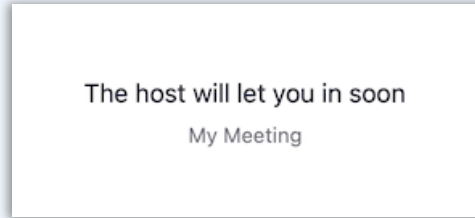
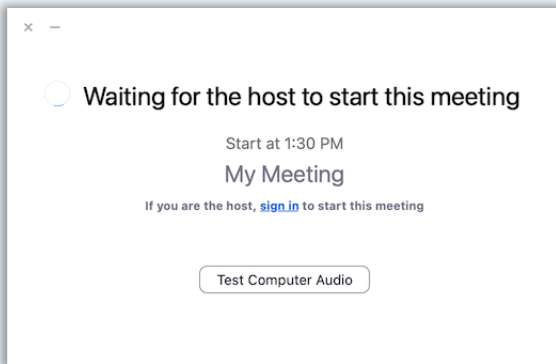
6. Mute Your Microphone and Check That Your Video Is On

When your microphone or camera icon have a red slash through them, they are off. Make sure your microphone icon has a red slash through it (is muted) and that your camera does not (is on).





You may be placed into the waiting room when you arrive. The host will let you into the meeting when it is time.

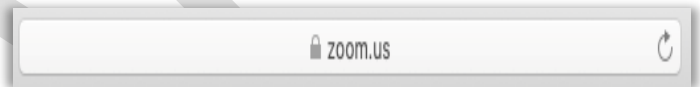


OPTION 2: Join From a Web Browser

You can join from any web browser, like Chrome, Firefox, Safari, Internet Explorer 10 or higher, and more.

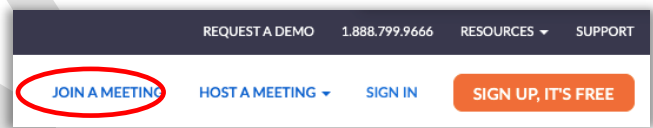
1. Open Zoom

On the date of your court proceeding, go to <https://zoom.us/join> on your device.



2. Join the Meeting

From the top of the web page, select "JOIN A MEETING."

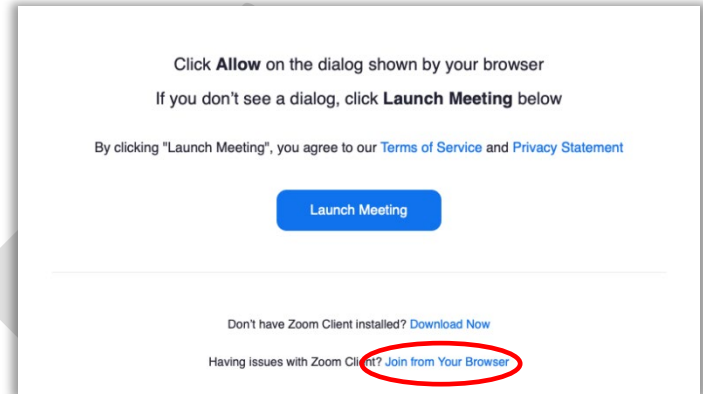
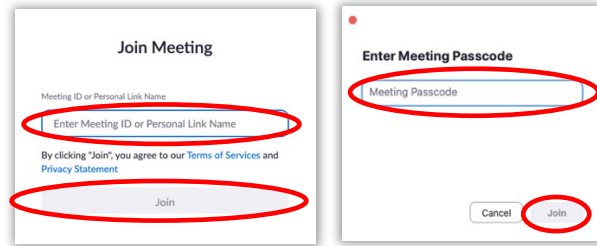




3. Enter the Meeting ID and Passcode

Enter the meeting ID the court has given you. Enter the passcode if prompted. (This information will be in the Zoom meeting invitation sent by the court.) Be sure to enter your full name so the court can identify you. Then select "Join."

Between these steps, Zoom may also prompt you to download the application or join from a web browser. Select "Join from Your Browser."



You may have also received a Zoom meeting link from the court. If so, you may select this link directly or copy and paste it into a browser.

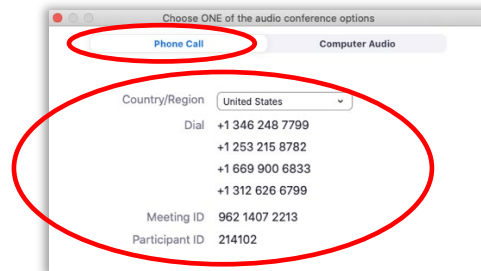
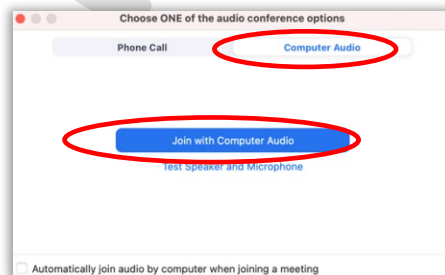
```
Join Zoom Meeting
https://zoom.us/j/96214072213?pwd=SThsNTRqOTBkcXRWaUZsS3RFc1lzQT09
```

4. Select Your Audio

If your computer has a microphone, select "Computer Audio." Then select "Join with Computer Audio."

If your computer does not have a microphone, select "Phone Call" and dial one of the numbers provided using your landline or mobile phone. When prompted, enter the meeting ID followed by the # sign. When prompted, enter the participant ID followed by the # sign. (If you do not have a participant ID, press the # sign.)

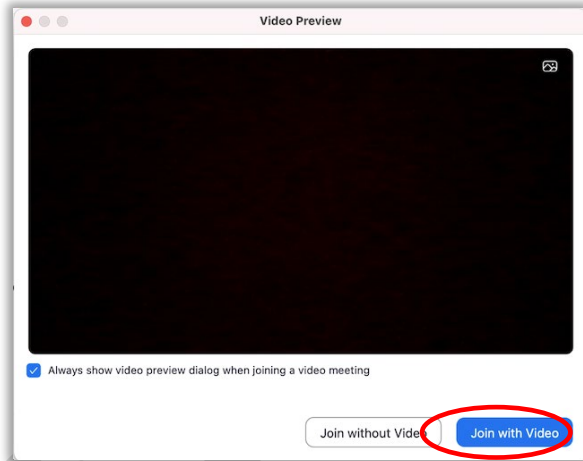
Notify the court if you require interpretation and need to dial in.





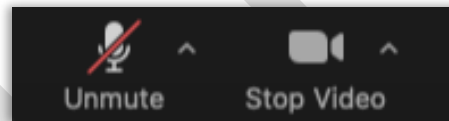
5. Join Video

Zoom will prompt you to join the meeting with or without video. You will see a preview in the window that opens. Select "Join with Video."

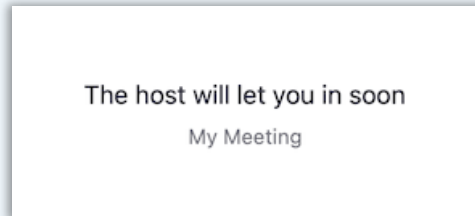
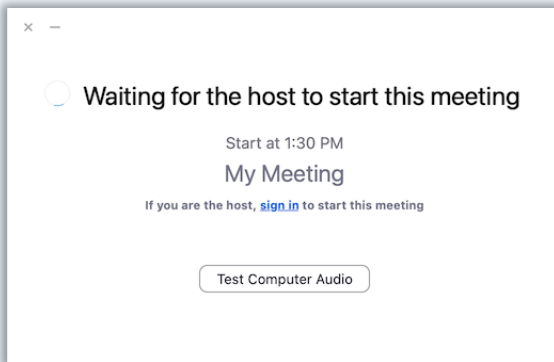


6. Mute Your Microphone and Check That Your Video Is On

When your microphone or camera icon have a red slash through them, they are off. Make sure your microphone icon has a red slash through it (is muted) and that your camera does not (is on).



You may be placed into the waiting room when you arrive. The host will let you into the meeting when it is time.



Smartphone or Tablet Access

To access Zoom on a smartphone or tablet, you must have the Zoom application.

Download the Zoom Application Onto Your Device

The Zoom application is free. If you have already downloaded Zoom onto your device, make sure you have installed the latest updates.



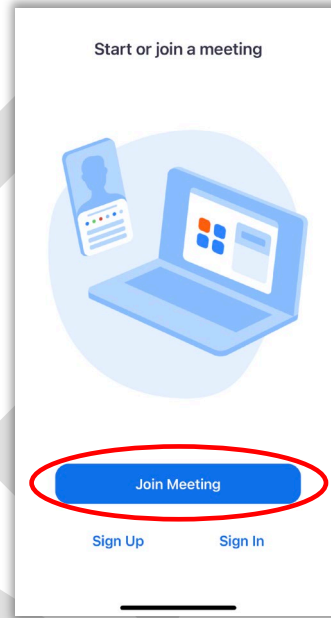
1. Download Zoom Onto Your Device

Go to the App Store or Google Play on your tablet or smartphone and install the Zoom Cloud Meetings application.



2. Join the Meeting

On the date and time of your court proceeding, open the Zoom application. Select "Join Meeting."



You may have also received a Zoom meeting link from the court. If so, you may tap this link to join the meeting. You can also go to <https://zoom.us/join> on a browser on your device and tap "Join Meeting." Zoom will prompt you to open the Cloud Meetings application. Select "Open."

Join Zoom Meeting

<https://zoom.us/j/91745640240?pwd=bjZ4Z1FIMGkraEI5NW42dzk2dVBhQT09>

Your meeting should start in a few seconds. If not, please click button below to join meeting.

Join Meeting

Open in "Zoom"?

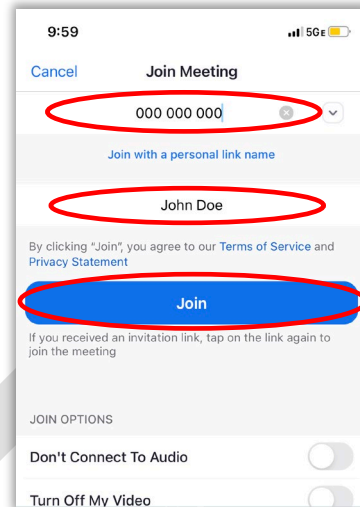
Cancel Open

Download from AppStore



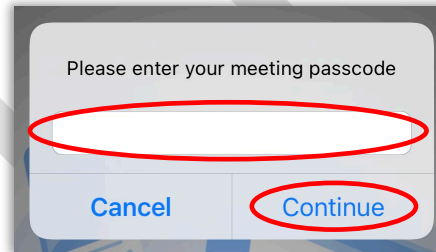
3. Enter the Meeting ID

Enter the meeting ID the court has given you. (This information will be in the Zoom meeting invitation sent by the court.) Be sure to enter your full name so the court can identify you. Then select "Join."



4. Enter the Passcode, if Prompted

Enter the passcode if prompted. (This information will be in the Zoom meeting invitation sent by the court.) Then select "Continue."

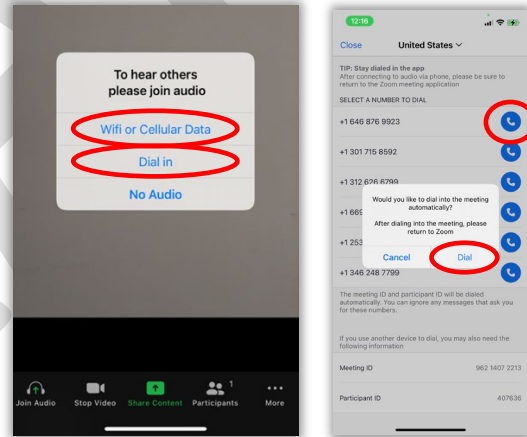


5. Select Your Audio

If your tablet or smartphone is connected to the internet, or if you will be using cellular data, select "Wifi or Cellular Data."

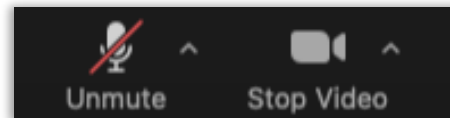
If your tablet or smartphone is not connected to the internet or you will not be using cellular data, select "Dial in." Then tap the phone icon of one of the dial-in numbers provided and select "Dial."

Notify the court if you require interpretation and need to dial in.



6. Mute Your Microphone and Check That Your Video Is On

When your microphone or camera icon have a red slash through them, they are off. Make sure your microphone icon has a red slash through it (is muted) and that your camera does not (is on).





You may be placed into the waiting room when you arrive. The host will let you into the meeting when it is time.

My Meeting Leave

✱ Waiting for the host to start this meeting

Telephone Access

If you do not have access to a device with audio and video, you may be able to dial into a remote court proceeding on Zoom using a landline or mobile phone. Notify the court if you need this option, particularly if you need interpretation.

Dial Into Zoom

If dialing in on a landline or mobile phone, you will not be able to see other participants, and they will not be able to see you. But you will be able to hear them, and they will be able to hear you.

1. Open the Zoom Meeting Invitation and Dial by Location

Go to the invitation you received from the court. Dial any of the numbers listed. (You can choose the number matching your time zone, but this is not required.)

Topic: My Meeting
 Time: Mar 2, 2022 09:30 AM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/92783303398?pwd=amE0UUVPeXYwQ01QUUdteG54cUhadz09>

Meeting ID: 927 8330 3398
 Passcode: 827185
 One tap mobile
 +16468769923,,92783303398# US (New York)
 +13017158592,,92783303398# US (Washington DC)

Dial by your location
 +1 646 876 9923 US (New York)
 +1 301 715 8592 US (Washington DC)
 +1 312 626 6799 US (Chicago)
 +1 669 900 6833 US (San Jose)
 +1 253 215 8782 US (Tacoma)
 +1 346 248 7799 US (Houston)

Meeting ID: 927 8330 3398
 Find your local number: <https://zoom.us/u/aokb220eh>



2. Enter the Meeting ID and Passcode

Enter the meeting ID the court has given you, followed by the # sign. Enter the passcode, if prompted, followed by the # sign. (This information will be in the Zoom meeting invitation sent by the court.) You will then be connected to the meeting once the meeting host joins.

Topic: My Meeting
Time: Mar 2, 2022 09:30 AM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/92783303398?pwd=amE0UUVPeXYwQ01QUUdteG54cUhadz09>

Meeting ID: 927 8330 3398

Passcode: 827185

One tap mobile

+16468769923,,92783303398# US (New York)

+13017158592,,92783303398# US (Washington DC)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 927 8330 3398

Find your local number: <https://zoom.us/u/aokb220eh>

You may also select one of the "one tap mobile" numbers listed in the Zoom meeting invitation. If you use one of these numbers, you do not have to enter your meeting ID and passcode. You will automatically join the meeting once the meeting host joins.

Topic: My Meeting
Time: Mar 2, 2022 09:30 AM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/92783303398?pwd=amE0UUVPeXYwQ01QUUdteG54cUhadz09>

Meeting ID: 927 8330 3398

Passcode: 827185

One tap mobile

+16468769923,,92783303398# US (New York)

+13017158592,,92783303398# US (Washington DC)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 927 8330 3398

Find your local number: <https://zoom.us/u/aokb220eh>



Connecting to Interpretation on Zoom – Quick Start Guide

Some courts may ask you to attend your court proceeding using Zoom. Zoom is a technology program that lets people connect to the same meeting from any location by video. This guide will tell you how to join your interpreter on Zoom if you have asked for one for your court proceeding.

This guide is for use with computers, tablets, or smartphones. *It is recommended that you download the free Zoom application onto your device to have greater access to all its features.* If you cannot access Zoom on a computer, tablet, or smartphone, contact the court.

1. Log Into Zoom

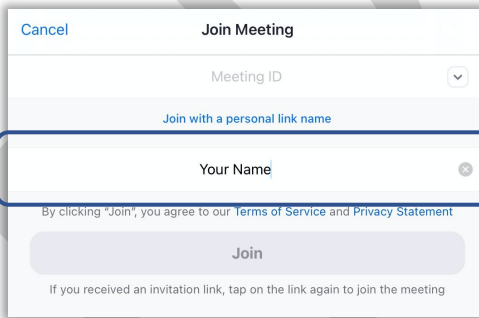
Select the Zoom meeting link you received from the court or enter it into a web browser. Enter the meeting ID and passcode if prompted. *Be sure to join a few minutes early.*

Join Zoom Meeting
<https://zoom.us/j/96462184937?pwd=MXRUeEFwbElxaEM3bm9CUGQzRGN1UT09>

Meeting ID: 964 6218 4937
Passcode: 448855

2. Enter Your Name

Use your full name to help the court identify you.



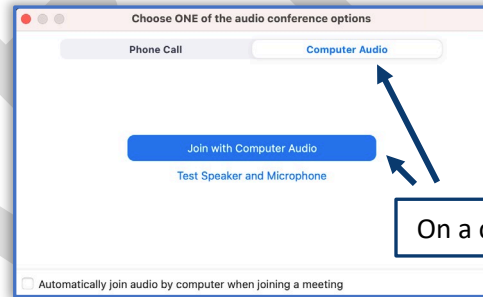
3. Allow Zoom to Access Your Camera and Microphone

Select "OK" if Zoom prompts you to allow access to your camera and microphone.

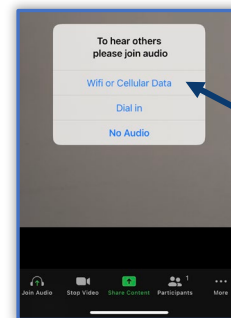


4. Join Audio

Zoom will prompt you to connect to audio. On a computer, select "Join with Computer Audio" on the "Computer Audio" tab.

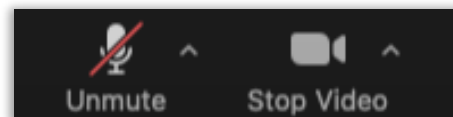


On a tablet or smartphone, select "Wifi or Cellular Data."



5. Mute Your Microphone and Start Your Video

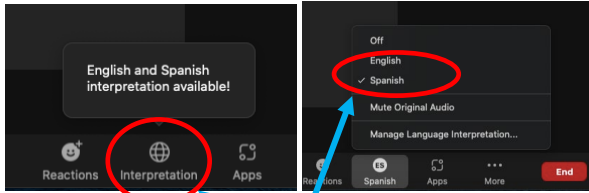
When your microphone or camera icon have a red slash through them, they are off. Make sure your microphone icon has a red slash through it (is muted) and that your camera does not (is on).





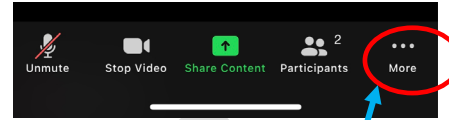
6. Join Interpretation

Once you have joined, you must select a language channel. On a computer, select the globe icon. Then select the language you wish to speak in and hear.

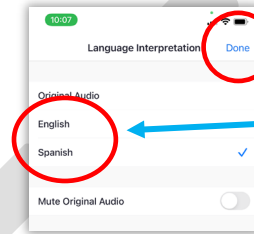


On a computer

On a tablet or smartphone, go to the “More” menu. Then select “Language Interpretation.” Select the language you wish to speak in and hear. Then select “Done.”



On a tablet or smartphone



You will hear the English audio at a very low volume unless you also select “Mute Original Audio.”

Tips for Participating in Your Interpreted Proceeding

1. Listen and speak only in your language.
2. Speak slowly and pause often so the interpreter can interpret.
3. Address the judge as “Your Honor.”
4. Tell the judge if you cannot hear or if you are having any technical difficulties.
5. Remain on camera at all times.
6. Do not interrupt.
7. Stay muted unless you are speaking.
8. Watch the videos for more information on: [\(URL/QR code to video\)](#)
 - Preparing for Your Remote Court Proceeding on Zoom
 - How to Attend Your Remote Court Proceeding on Zoom

Explainer Video Script: Preparing for Your Remote Court Proceeding on Zoom

Target Audience: Self-represented litigants, including limited English proficient (LEP) court users

Target Messaging: An overview of how to prepare for a remote proceeding using Zoom

Format: Video

Parameters: Approximately 5 minutes; English with audio overlay in up to eight languages in high demand in the California courts

Some courts may ask you to attend your court proceeding using Zoom. Zoom is a technology program that lets people connect to the same meeting from any location by video. This video will tell you what you should do to prepare for your remote court proceeding on Zoom.

[Select Your Device]

The first thing you'll need to do is select the device that you wish to use for your remote court proceeding. To join the remote proceeding, you will need a device for video and audio. This may be a computer (such as a laptop), tablet, or smartphone. The device must have a camera (so that others can see you) and microphone (so that others can hear you). It must also have access to the internet or cellular data.

If you do not have access to one of these devices, you may be able to dial into a remote court proceeding on Zoom using a landline or mobile phone. Notify the court if you need this option, particularly if you need interpretation.

[Download Zoom]

The next step is to download the Zoom application onto your device. This step is optional but recommended. You can still join Zoom without downloading and installing the application. But downloading and installing Zoom will allow you to use more of its features.

On a computer, go to <https://zoom.us/download> to get the most recent version of Zoom Client for Meetings. On your tablet or smartphone, go to the App Store or Google Play and install the Zoom Cloud Meetings app.

There is no cost to downloading Zoom on your device.

[Test Your Camera and Microphone]

Whether or not you download Zoom, you should test your camera and microphone before the proceeding. One way to do this is to join a test meeting. Just go to <https://zoom.us/test>. A Zoom test meeting is just a test and no one else will be in the meeting.

When joining a test meeting, be sure to follow the prompts to allow Zoom to access your microphone and camera. On a computer, you may need to select "Join with Video." You should see yourself on the screen. This tells you that your camera is working.

If this is your first time using Zoom on your device, Zoom may automatically run a test to confirm that your sound is working. You can also select the small "up arrow" icon next to the microphone icon on the toolbar at the bottom of the screen. On the menu that appears, select "Test Speaker & Microphone." You will hear sounds and be prompted to say something to verify that you can hear and be heard.

Next to the microphone icon, you will see a camera icon. When there is a red slash through either icon, that means they are off. If there is no red slash through them, they are on. For your court proceeding, make sure that your camera is on and that your microphone is off (muted) until it is your turn to speak. Practice turning your microphone and camera off and on by selecting or tapping these icons.

[Choose a Quiet Location]

You should plan to join your remote court proceeding from a quiet location. Choose somewhere that you can be at for some time without having to do other things, like work or drive. Do not choose a busy area of your home or a public location. Remember you will be on camera during the proceedings, so make sure the background of the location you choose will be appropriate for court.

[Check Your Internet Connection or Phone Signal]

You will need a strong internet connection to use Zoom for your remote court proceeding. Check that you can connect to the internet in the location you choose. If you are connecting using cellular data, be sure that you are in an area where you will have enough signal to connect to the meeting without issues with your audio and video. Also, be sure to turn off other devices and applications that may be using the internet at the same time as your court proceeding.

[Plan to Dress Appropriately]

Even though you are not going to court in person, you should still dress appropriately. You do not need to wear a suit, but you should dress in a way that shows respect for the court.

[Have Your Materials Ready]

Make sure you have all documents you might need ready for the appointment, including your Zoom meeting link or meeting ID and passcode. Have paper and a pen or pencil available for taking notes. Charge your device and have a power cable nearby. If you need to show a document as part of your court proceeding, check with the court to find out the best way to do this. The court may want you to send them by email before the proceeding.

[Closing]

We hope this video has helped you get ready to attend your remote court proceeding on Zoom. You may also want to watch “How to Attend Your Remote Court Proceeding on Zoom,” as well as review the accompanying resources. For questions, be sure to contact your local court.

Thank you!

Explainer Video Script: How to Attend Your Remote Court Proceeding on Zoom

Target Audience: Self-represented litigants, including limited English proficient (LEP) court users

Target Messaging: An overview of how to attend a remote proceeding using Zoom, including logging into the meeting and joining interpretation

Format: Video

Parameters: Approximately 5 minutes; English with audio overlay in up to eight languages in high demand in the California courts

Some courts may ask you to attend your court proceeding using Zoom. Zoom is a technology program that lets people connect to the same meeting from any location by video. This video will tell you how to join your proceeding at the scheduled time and how to join interpretation if you have asked for an interpreter.

To join the remote proceeding on Zoom, you will need a device for video and audio. This may be a computer (such as a laptop or desktop), tablet, or a smartphone. The device must have a camera (for video) and microphone (for audio). It must also have access to the internet or cellular data.

If you do not have access to one of these devices, you may be able to dial into a remote court proceeding on Zoom using a landline or mobile phone. Notify the court if you need this option, particularly if you need interpretation.

[Join the Meeting]

About ten minutes before your scheduled court proceeding, go ahead and join the meeting by selecting the Zoom meeting link or entering it into a web browser. Or, if you downloaded the Zoom application, open it on your device. Then, enter the meeting ID and the meeting passcode, if required. You can find this information in the invitation you received from the court.

Keep in mind, if using the Zoom application, be sure that you have downloaded the latest updates, particularly if you have previously installed the application onto your device.

If you're using a computer and you did not download the Zoom application, you can go to <https://zoom.us/join> on any web browser. Enter the meeting ID and select "Join." Zoom will ask

you if you would like to download the application or join via a web browser. Select “Join from Your Browser.”

You may also be prompted to enter your name when joining, particularly if you have not connected to Zoom on your device before. Be sure to enter your full name and that it does not show up as “iPhone,” your phone number, or another family member’s name. This will help the court identify you.

Zoom will also prompt you to connect to audio and video. Be sure to allow access to your camera and select “Join with Video” if prompted. If asked how you want to join audio, select your device’s audio or connect over Wi-Fi. On a phone or tablet, you may also connect using cellular data if you prefer. (Data rates apply.) If your device does not have a microphone, you can use a telephone for audio. Refer to the meeting invitation and call one of the phone numbers listed. Follow the prompts to enter your meeting ID and passcode, if required. Again, notify the court if you will be dialing in, especially if you need an interpreter.

When you join, you may need to wait until the court starts the meeting or lets you into the meeting. If this happens, you will see a notification to wait until the host lets you in. If there are other cases before yours, you may have to wait for some time until your case is called.

When the court lets you in, you will see the other participants on screen. Make sure you can see them clearly, and that they can see you. On a computer, you may need to select “Gallery View” from the “View” menu to see all participants. Selecting “Speaker View” will only show the person speaking. On a smartphone or tablet, you may have to swipe to see other participants.

Sit directly in front of your camera so that you are in full view. Make sure your microphone is muted, with a red slash over the microphone icon.

Note that the court may have certain settings selected that control what you can see and do. For example, the court may have the gallery view disabled. It may also have all participants’ microphones set to mute. If so, you will get a message prompting you to unmute when it is your turn to speak.

[Joining Interpretation]

If you have asked for an interpreter for your court proceeding, you must select a language channel when you join the meeting. On a computer, select the globe icon on the toolbar. Then select the language you wish to speak in and hear. On a tablet or smartphone, select the “More,” or three dots, icon. Select “Language Interpretation” from the menu that appears, and then select your

language. Be sure to select “Done” to confirm your selection and be placed into your language channel.

Once in your language channel, you will hear the interpreter speaking. You will also hear the English-speaking parties at a very low volume. If you do not want to hear the English-speaking parties, select “Mute original audio” from the language interpretation menu.

[Participating in the Remote Proceeding]

Throughout the proceeding, do not interrupt the judge or others as they are speaking. But *do* let the judge know if you have questions or technical difficulties. On Zoom, you can do this by using the “raise hand” icon, which you can get to by selecting the “reactions” icon on a computer or the three dots (“more” menu) on a smartphone. Using this will place a small hand next to your name and over your video, signaling to the judge and other participants that you have a question or a problem.

At the end of your court proceeding, the court may end the meeting or will tell you that you can leave. Select the red “Leave Meeting” button to exit the meeting.

[Closing]

We hope this video has helped you get ready to attend your remote court proceeding on Zoom. You may also want to watch “Preparing for Your Remote Court Proceeding on Zoom,” as well as review the accompanying resources. For questions, be sure to contact your local court.

Thank you!

Rule 1.300 Review

April 2022

NATIONAL CENTER FOR STATE COURTS



Rule 1.300 Overview



- Effective September 1, 2019, the Judicial Council of California adopted **Rule 1.300** into the California Rules of Court.
- Rule 1.300 states, “As soon as feasible, each court must adopt procedures to enable limited English proficient court litigants to access court-ordered and court-provided programs, services, and professionals to the same extent as persons who are proficient in English.”
- The rule also provides practical guidance to courts on improving access to court-ordered programs and services.



Rule 1.300 Overview

- Rule 1.300 is further supplemented by three optional JCC forms:

The image shows three overlapping court forms from the Judicial Council of California. The forms are LA-350, LA-400, and LA-450. LA-350 is titled 'Notice of Available Language Assistance - Service Provider'. LA-400 is titled 'Service Not Available in My Language: Request to Change Court Order'. LA-450 is titled 'Service Not Available in My Language: Order'. Each form contains instructions, checkboxes, and text boxes for providing information to the court.

- Form LA-350: Notice of Available Language Assistance – Service Provider
- Form LA-400: Service Not Available in My Language: Request to Change Court Order
- Form LA-450: Service Not Available in My Language: Order

National Center for State Courts, April 2022



Project Overview



Project Goal: To identify possible strategies for the successful statewide implementation of Rule 1.300

Project Tasks:

- Rule 1.300 questions included in 2020 statewide language access survey
- Telephone interviews conducted with Language Access Representatives from a range of courts



Challenges and Successes



Challenges

- Over 200 languages spoken in California
- Court-ordered services provided in a wide range of settings (including directly by the court and in private settings outside of the courthouse)
- Few services available in many areas

Successes

- Several courts have developed policies to ensure language access to court-ordered and court-provided services
- California courts embrace technology to provide language access (SHARP)



Findings

- Courts use various mechanisms for providing direct language services for many court-ordered programs and services conducted and provided by the court.
- Language services include in-person interpretation, remote interpretation, bilingual staff assistance, and translated forms and other materials.



Findings

- Courts also have processes in place to support court users in identifying linguistically accessible programs.
- Examples include compiled lists of services, posted flyers, online information, and community outreach efforts.



Findings

- Some courts noted using technology to leverage resources for linguistically accessible programs.
- Examples include resource sharing with other courts and providing pre-recorded trainings and workshops in a language other than English.



Findings



- Courts expressed interest in:
 - A centralized statewide list of linguistically available programs
 - Peer-to-peer communication support (i.e., a listserv or ongoing meetings)
 - Outreach to service providers to educate them on language needs
 - Outreach to justice partners on Rule 1.300
 - Exploration of technology to leverage resources/share linguistically available programs



Considerations

- The Judicial Council and the courts may consider:
 - Continued expansion of technology to assist with the virtual delivery of linguistically accessible programs statewide
 - Multilingual videos and online modules for court-ordered program content to be shared statewide
 - A centralized database or repository of linguistically accessible programs made available on an intranet for court use



Considerations (continued)



- Statewide guidance on identifying, vetting, and compiling linguistically accessible program options at the local level
- Facilitated information sharing (i.e., through listserv, roundtable discussions, meetings, etc.)
- Materials to inform service providers and justice partners on Rule 1.300



Timeline

- **April 2022:** NCSC to present research on court usage of and availability of LEP services for subcommittee background and context
- **Spring/Summer 2022:** Judicial Council staff will work with the subcommittee to develop a project plan with select strategies
- **Summer/Fall 2022:** Staff to present project plan to PAF for consideration



Questions?

