



Judicial Council of California

Advisory Committee on Providing
Access & Fairness

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

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

ADVISORY COMMITTEE ON PROVIDING ACCESS AND FAIRNESS LANGUAGE ACCESS SUBCOMMITTEE

NOTICE AND AGENDA OF OPEN MEETING

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

THIS MEETING IS BEING CONDUCTED BY ELECTRONIC MEANS

THIS MEETING IS BEING RECORDED

Date: March 27, 2025
Time: 12:15 p.m. – 1:15 p.m.
Public Log-In: [Click this link to join](#); Passcode: 772349 (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 lap@juca.ca.gov.

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

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

Call to Order and Roll Call

Approval of Minutes

Approve minutes of August 22, 2024, Advisory Committee on Providing Access and Fairness Language Access Subcommittee meeting.

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

This meeting will be conducted by electronic means with a listen-only conference line available for the public. As such, the public may submit comments for this meeting only in writing. In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to lap@jud.ca.gov, attention: Elizabeth Tam-Helmuth. Only written comments received by 12:15 p.m., March 26, 2025, will be provided to advisory body members prior to the start of the meeting.

III. INFORMATION ONLY ITEMS (NO ACTION REQUIRED)

Info 1

Update from Language Access Subcommittee Chair

Presenter: Hon. Victor A. Rodriguez, Chair; Associate Justice of the Court of Appeal, First Appellate District, Division Three

Info 2

Review of Language Access Projects

The subcommittee will review 2025 language access projects, including Language Access Signage and Technology Grants, Cycle 7 and development of training for courts on the appropriate use of machine translation tools. Staff will also provide an update on outreach efforts for the multilingual resources on the California Courts Self-Help Guide (which was a 2024 language access annual agenda project).

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

IV. ADJOURNMENT

Adjourn



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ADVISORY COMMITTEE ON PROVIDING ACCESS AND FAIRNESS LANGUAGE ACCESS SUBCOMMITTEE

MINUTES OF OPEN MEETING

August 22, 2024

12:15 p.m. – 1:15 p.m.

Advisory Body Members Present: Hon. Victor A. Rodriguez, Chair, Hon. Amy Guerra (ITAC Liaison), Ms. Shirley Luo, Ms. Julie Paik, and Ms. Fariba Soroosh

Advisory Body Members Absent: Hon. Richard Lee

Others Present: Ms. Irene Balajadia, Mr. Douglas Denton, Ms. Tatjana Gruner, Ms. Eunice Lee, Mr. Russell McGregor, Ms. Elizabeth Tam-Helmuth, Ms. Aggie Wong, and Ms. Charina Zalzos

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 April 2, 2024, meeting.

INFORMATIONAL ITEMS (ITEMS 1-3)

Info 1: Update from Language Access Subcommittee Chair

Justice Rodriguez shared today's meeting focuses on the 2024 language access projects and a presentation by staff on highlights of results from the 2023 Language Access Data Tool. He shared on July 23, he met with Language Access Services staff to check in on various language access projects, including several key language access initiatives in works: 1. Developing additional Video Remote Interpreting (VRI) webinars and trainings, to support courts in their ongoing efforts to leverage technological solutions to help meet their interpretation needs; 2. Helping to increase the number of court interpreter employees in the state through the California Court Interpreter Workforce Pilot Program; and 3. Developing credentialing requirements for American Sign Language (ASL) generalist interpreters, to help expand the pool of ASL interpreters working in the courts.

Justice Rodriguez welcomed Judge Amy Guerra, new liaison to the Information Technology Advisory Committee. Today is Judge Guerra's first meeting with the PAF Language Access Subcommittee in her new role.

Info 2: Review 2024 Language Access Projects

Principal Manager Douglas Denton and Senior Analyst Elizabeth Tam-Helmuth reviewed the status of the three language access projects:

1. Develop Training for Court Staff on Appropriate Use of Machine Translation Tools
Judicial Council staff from the Center for Families, Children & the Courts (CFCC) and Information Technology (IT) is working with the National Center for State Courts (NCSC) to develop training webinars and visual handouts for court staff (Language Access Representatives, Self-Help Center staff, and court clerks). The training will focus on the California Courts Translator application, which provides real-time voice-to-text (VTT) transcription and translation services to support language access. A video was shown to demonstrate how the California Courts Translator tool is used. As part of the project, the NCSC plans to conduct landscape review and research on use of VTT tools. The training will be conducted in Spring 2025 and the NCSC will provide a presentation to the subcommittee at the conclusion of the project.

2. Public Outreach for the Online California Courts Self-Help Guide
The new language drop down menu on the Self-Help Guide is in its final stages of development and will house public outreach multilingual materials, in the top eight languages in the state. These materials include printed infographic materials, videos, and public service announcements, to help LEPs understand if they need an interpreter, how to request an interpreter for court, and basic information about court processes. Also included are materials for LEPs on how to participate in remote hearings and information to file language access and interpreter complaints. Once the language pages and drop-down menu are published on the SHG site, staff will conduct outreach to courts and stakeholders.

3. Language Access Signage and Technology Grants, Fiscal Year 2024-25, Cycle 6
The draft recommendations and proposed allocations for the Signage and Technology Grants, FY 2024-25, Cycle 6 will go to the Judicial Council for approval at its meeting on September 20. The Cycle 7, FY 2025-26 Grants will launch in Spring 2025.

Info 3: New Language Access Services Webpages Presentation

Senior Analyst Aggie Wong provided a presentation on highlights of results from the 2023 Language Access Data Tool, which was completed by 57 superior courts and covers information in FY 2022-23 and estimated needs for FY 2023-24. Data collected from courts included key findings on language access services complaints, language access needs, interpreter hiring and recruitment, interpreter compensation, and hybrid proceedings.

ADJOURNMENT

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

Approved by the advisory body on X.



California Courts Self-Help Guide

Multilingual Resources

Contact:
LAP@jud.ca.gov

March 2025

Have questions about going to court?

The Self-Help Guide to the California Courts has answers



Get help with

- Starting and finishing a court case
- Finding the right court forms
- Understanding your options if you've been sued
- Preparing for your day in court
- Finding free and low-cost legal help

Divorce | Child Custody | Eviction | Restraining Orders
Small Claims | Guardianship | Debt Collection

Disponible en español



Find out more at
selfhelp.courts.ca.gov



The [California Courts Self-Help Guide](#) is designed to provide the types of legal information needed by self-represented litigants. There are resources and information to help court users navigate their court case, including step-by-step guides for following procedures and help them with understanding their options.

California Courts Self-Help Guide is entirely translated into Spanish

CALIFORNIA COURTS
SELF-HELP GUIDE

Tipo de caso ▾ Información de la corte ▾ English English Buscar 🔍

Guía de ayuda de las Cortes de California

Recursos e información para ayudarle a entender y manejar su caso legal en la corte. Incluye instrucciones paso a paso para cumplir con las reglas y procedimiento legal y entender cuáles son sus opciones.

¿Qué quiere hacer?

Obtener ayuda con papeles que he recibido

Seleccione el número del formulario que ha recibido para ver sus opciones. (Puede encontrar el número del formulario en la parte superior del papel).

Formulario ▾ Ir

Comenzar un caso en la corte

Encuentre el tipo de caso para empezar

Elija tema ▾ Ir

Trabajar en mi caso

Tome el siguiente paso, actualice una orden, vea todas las opciones durante o después de su caso

Tipo de caso ▾

Elija acción ▾ Ir

selfhelp.courts.ca.gov

New: Resources are now available in other languages.

- Arabic
- Chinese, Simplified
- Chinese, Traditional
- Farsi
- Korean
- Punjabi
- Russian
- Spanish
- Tagalog
- Vietnamese

The screenshot shows the homepage of the California Courts Self-Help Guide. At the top, there is a navigation bar with the text 'JUDICIAL BRANCH OF CALIFORNIA' and links for 'Supreme Court', 'Courts of Appeal', 'Superior Courts', and 'Judicial Council'. Below this is a dark blue header with the 'CALIFORNIA COURTS SELF-HELP GUIDE' logo and a search bar containing 'Español' and 'E.g. divorce, name change'. The main content area has a dark blue background with the title 'Self-Help Guide to the California Courts' and a sub-header 'Resources and information to help you navigate your court case, including step-by-step guides for following procedures and help with understanding your options.' Below this is a question 'What would you like to do?' followed by six interactive cards. Each card has a title, a brief description, and a 'Go' button. The 'Work on my court case' card has a dropdown menu open, showing options like 'Ask for an interpreter', 'Ask for a Fee Waiver', and 'Ask for disability accommodation'. An illustration of a woman reading a document is on the right side of the page.

JUDICIAL BRANCH OF CALIFORNIA Supreme Court Courts of Appeal Superior Courts Judicial Council

CALIFORNIA COURTS SELF-HELP GUIDE Español E.g. divorce, name change

Self-Help Guide to the California Courts

Resources and information to help you navigate your court case, including step-by-step guides for following procedures and help with understanding your options.

What would you like to do?

- Get help with papers I was served**
Look up by form number to understand your options. (Find the form number in the upper right or upper left corner of your papers.)
Choose form
- Start a court case**
Find your case type to get started
Choose case type
- Work on my court case**
Take the next step, change an order, see all the
Choose resource
Ask for a Fee Waiver
Ask for an interpreter
Ask for disability accommodation
Find a court form
Find a courthouse
Find your self-help center
Choose resource
- Get information about a legal topic**
Get general information and learn about your options
Choose topic
- Look up a court case or citation**
Find a traffic ticket or court case using the county court's website
Choose county

selfhelp.courts.ca.gov/request-interpreter

Learn about court interpreters and how to ask for an interpreter

JUDICIAL BRANCH OF CALIFORNIA Supreme Court Courts of Appeal Superior Courts Judicial Council

CALIFORNIA COURTS SELF-HELP GUIDE

Type of Case Court Information Languages E.g. divorce, name change

← Previous Page

Request an interpreter

If you don't speak or understand English very well, you may need a court interpreter to help you in court. Even if you speak English in everyday life, the situations and language in court can be very difficult. An interpreter can help make sure that you understand and can communicate as well as possible.

What to know about court interpreters

- Court Interpreters are provided **free of charge**
- You must **request an interpreter in advance**
- Ask the court to provide an interpreter **as soon as you find out** that you need to go to court

Court interpreters must follow specific rules for what they can and can't do

- They must interpret what is being said in the courtroom into your language and interpret your words into English

JUDICIAL BRANCH OF CALIFORNIA Supreme Court Courts of Appeal Superior Courts Judicial Council

CALIFORNIA COURTS SELF-HELP GUIDE

Type of Case Court Information Languages E.g. divorce, name change

← Previous Page

Yêu cầu một thông dịch viên

Nếu khả năng nói hoặc hiểu tiếng Anh của quý vị không tốt, quý vị có thể cần một thông dịch viên tòa án để hỗ trợ tại tòa. Ngay cả khi quý vị sử dụng tiếng Anh hàng ngày, những tình huống và ngôn ngữ tại tòa án vẫn có thể rất khó hiểu. Thông dịch viên có thể giúp đảm bảo cho quý vị hiểu và giao tiếp suôn sẻ nhất có thể.

[Xem các tài nguyên khác bằng ngôn ngữ của bạn để hỗ trợ bạn](#)

Điều cần biết về thông dịch viên tòa án

- Thông Dịch Viên Tòa Án được cung cấp **miễn phí**
- Quý vị phải **yêu cầu một thông dịch viên từ trước**
- Đề nghị tòa án cung cấp thông dịch viên **ngay khi quý vị biết** mình cần trình diện tại tòa

Thông dịch viên tòa án phải tuân theo các quy tắc cụ thể về những điều họ có thể và không thể làm

- Họ phải thông dịch nội dung trao đổi trong phòng xử án sang ngôn ngữ của quý vị, đồng thời thông dịch lời khai của quý vị sang tiếng Anh
- Họ phải bảo mật toàn bộ thông tin được trao đổi giữa quý vị và luật sư của quý vị
- Họ phải tiết lộ bất kỳ xung đột lợi ích nào mà họ có thể có trong vụ của quý vị
- Họ không được phép tư vấn pháp lý cho quý vị

Thông dịch viên tòa án thường không được phép cung cấp dịch vụ ngoài phòng xử án

Một số tòa án bố trí sẵn thông dịch viên ở Trung Tâm Tự Hỗ Trợ để hỗ trợ thông dịch ngoài phòng xử án. Quý vị có thể liên hệ Trung Tâm Tự Hỗ Trợ tại tòa án của mình để biết tòa án có bố trí sẵn thông dịch



How to find multilingual resources

The “Request an interpreter” page now has a blue button that says, “See other resources in your language to help you” (go to <https://selfhelp.courts.ca.gov/request-interpreter>)

[< Previous Page](#)

Request an interpreter

If you don't speak or understand English very well, you may need a court interpreter to help you in court. Even if you speak English in everyday life, the situations and language in court can be very difficult. An interpreter can help make sure that you understand and can communicate as well as possible.

[See other resources in your language to help you.](#)

How to find multilingual resources

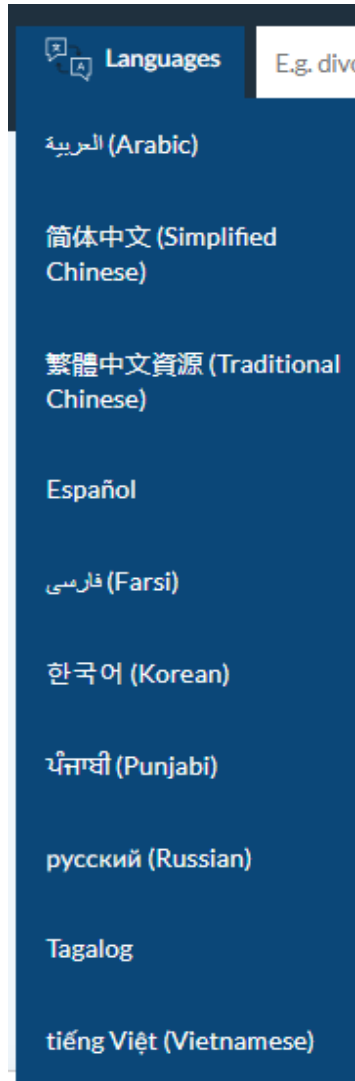
Court users may also be directed to “Language resources” where they can find resources in their language (go to: <https://selfhelp.courts.ca.gov/language-resources>)

LANGUAGE RESOURCES

Find resources in your language

المصادر باللغة العربية	简体中文资源	繁體中文資源	Recursos en español
한국어 인력	منابع به زبان فارسی	ममापठ पंजाबी लिं	Ресурсы на русском языке
Mga Resource sa Tagalog	Tài nguyên bằng tiếng Việt		

Multilingual resources include information about:



Filing a case



How to ask for an interpreter



Attending court by telephone or video conference




Basic information about court processes




Filing a language access or interpreter complaint

Example: Resources in Vietnamese

 Languages

- العربية (Arabic)
- 简体中文 (Simplified Chinese)
- 繁體中文資源 (Traditional Chinese)
- Español
- فارسی (Farsi)
- 한국어 (Korean)
- ਪੰਜਾਬੀ (Punjabi)
- русский (Russian)
- Tagalog
- tiếng Việt (Vietnamese)

JUDICIAL BRANCH OF CALIFORNIA Supreme Court Courts of Appeal Superior Courts Judicial Council


 CALIFORNIA COURTS
SELF-HELP GUIDE

Type of Case ▾ Court Information ▾ Languages

English
العربية (Arabic)
简体中文 (Simplified Chinese)
繁體中文資源 (Traditional Chinese)
Español
فارسی (Farsi)
한국어 (Korean)
ਪੰਜਾਬੀ (Punjabi)
русский (Russian)
Tagalog

[← Previous Page](#)

Resources in Vietnamese | Tài nguyên bằng tiếng Việt



Interpreters | Thông dịch viên

Do I need a court interpreter? | Tôi có cần thông dịch viên tòa án không? ([tài liệu](#) | [tờ rơi](#) | [đồ họa thông tin](#))

Working with a court interpreter | Phối hợp với thông dịch viên tòa án ([tờ rơi](#) | [đồ họa thông tin](#))

Interpreters in small claims court | Thông dịch viên tại tòa án giải quyết Khiếu KIỆN Nhỏ ([âm thanh](#))

Interpreters in traffic court | Thông dịch viên tại tòa án Giao Thông ([âm thanh](#))

Remote hearings | Phiên xử từ xa

How to prepare for your remote court hearing on Zoom | Chuẩn bị cho quá trình tố tụng tại tòa án từ xa của quý vị trên Zoom ([video](#) | [bản ghi](#) | [đồ họa thông tin](#) | [hướng dẫn](#))

How to attend your remote court hearing on Zoom | Tham dự quá trình tố tụng tại tòa án từ xa của quý vị trên Zoom ([video](#) | [bản ghi](#) | [hướng dẫn](#))

Connect to audio on Zoom | Kết nối âm thanh trên Zoom ([đồ họa thông tin](#))

Quick Links and Contact Information



[California Courts Self-Help Guide](#)



[Language resources](#)



Contact: LAP@jud.ca.gov