



## Judicial Council of California

Advisory Committee on Providing  
Access & Fairness

[www.courts.ca.gov/accessfairnesscomm.htm](http://www.courts.ca.gov/accessfairnesscomm.htm)  
[lap@jud.ca.gov](mailto: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](mailto: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

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**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)

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

Members of the public seeking to make an audio recording of the meeting must submit a written request at least two business days before the meeting. Requests can be e-mailed to [lap@juca.ca.gov](mailto:lap@juca.ca.gov).

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

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

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##### Call to Order and Roll Call

##### Approval of Minutes

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

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

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This meeting will be conducted by electronic means with a listen-only conference line available for the public. As such, the public may submit comments for this meeting only in writing. In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to [lap@jud.ca.gov](mailto:lap@jud.ca.gov), attention: 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.

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

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**Info 1**

**Update from Language Access Subcommittee Chair**

Presenter: Hon. Victor A. Rodriguez, Chair; 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

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**IV. ADJOURNMENT**

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**Adjourn**



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

### 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.

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**ADJOURNMENT**

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

Approved by the advisory body on X.



# Language Access Signage and Technology Grant Program

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PAF Language Access Subcommittee Open Meeting – March 27, 2025



# Grant Overview



2018 Budget Act provided ongoing funding of \$2.55M



\$1M for Signage and \$1.35M for Technology projects.  
\$200K is set aside for JCC translations



Courts may apply for each category and for multiple projects



Max application \$200K for Signage and \$270K for Technology

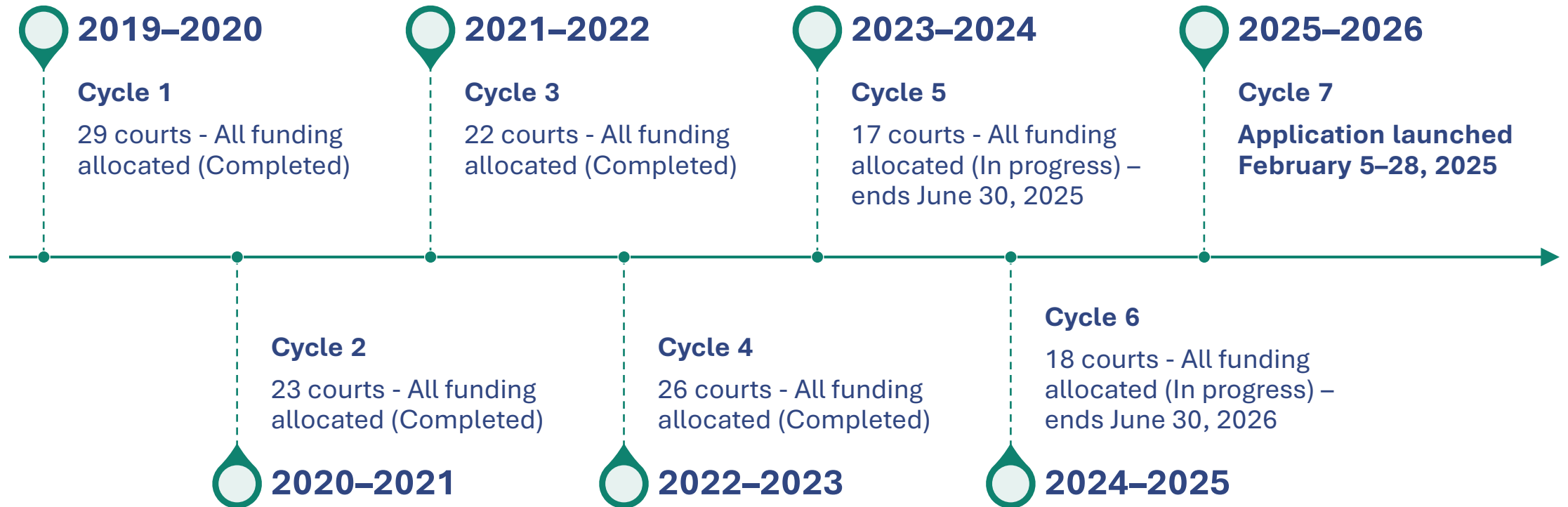


# Grant Program Goals

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Support courts in expanding language access as a core service of the court, through signage and technology initiatives

# Grant Cycles to Date





# Grant Categories

## SIGNAGE

- Translation of signage language
- Plain language review and translation costs for court websites
- Electronic digital displays and/or signage consultant
- Automated queue management systems
- Multilingual static signage

## TECHNOLOGY

- Telephonic/video remote solutions
- Interpreter equipment
- Scheduling or other software
- Multilingual videos
- Audiovisual systems upgrades
- Multilingual kiosks

# Grant Funding Parameters

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One-time funding

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Courts may apply each year for multi-year projects

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Projects must be completed, and items purchased, by June 30, 2027

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Grant requests may include facilities modification costs

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Reimbursable grant

# Grant Permissible Uses



Video Remote  
Equipment



Electronic signage  
displays



Website translation

# **COURT HIGHLIGHT**

“By making the videos available online, limited English proficient court users can access and review information at their convenience. These videos allow LEPs to be better prepared for their court visits.”

## Orange County Superior Court

**SELF-HELP**

Self-Help

- › Self-Help Centers
- › Self-Help Workshops
- › Self-Help Resources
- › Create Court Forms
- › Online Case Access
- › Fee Waiver
- › Case Copies & Transcripts
- › Court Locations

Civil

Criminal

Family Law

Infractions (Non-Traffic)

Juvenile

Landlord/Tenant

Name Change

Probate

Restraining Orders

SELF-HELP VIDEOS

"How Do I?" Videos



**How Do I...? Self-Help Video Series**

- How Do I Know Where to File My Case?
- How Do I Get a Restraining Order? ([Farsi](#), [Korean](#), [Mandarin](#), [Spanish](#), [Vietnamese](#))
- How Do I eFile?
- How Do I Modify a Child Support Order?
- How Do I Serve My Family Law Summons When I Cannot Find The Other Party?
- How Do I Give Notice on a Probate Guardianship Case?
- How Do I Settle My Debt Collection Lawsuit?
- How Do I Start a Child Support Case?
- How Do I Handle My Traffic Citation? ([Farsi](#), [Korean](#), [Mandarin](#), [Spanish](#), [Vietnamese](#))

**Eviction (Unlawful Detainer) Self-Help Video Series**

- Eviction Overview
- Eviction Service
- Eviction Answer

**Probate Self-Help Video Series**

- What are Probate Notes and How do I find them?

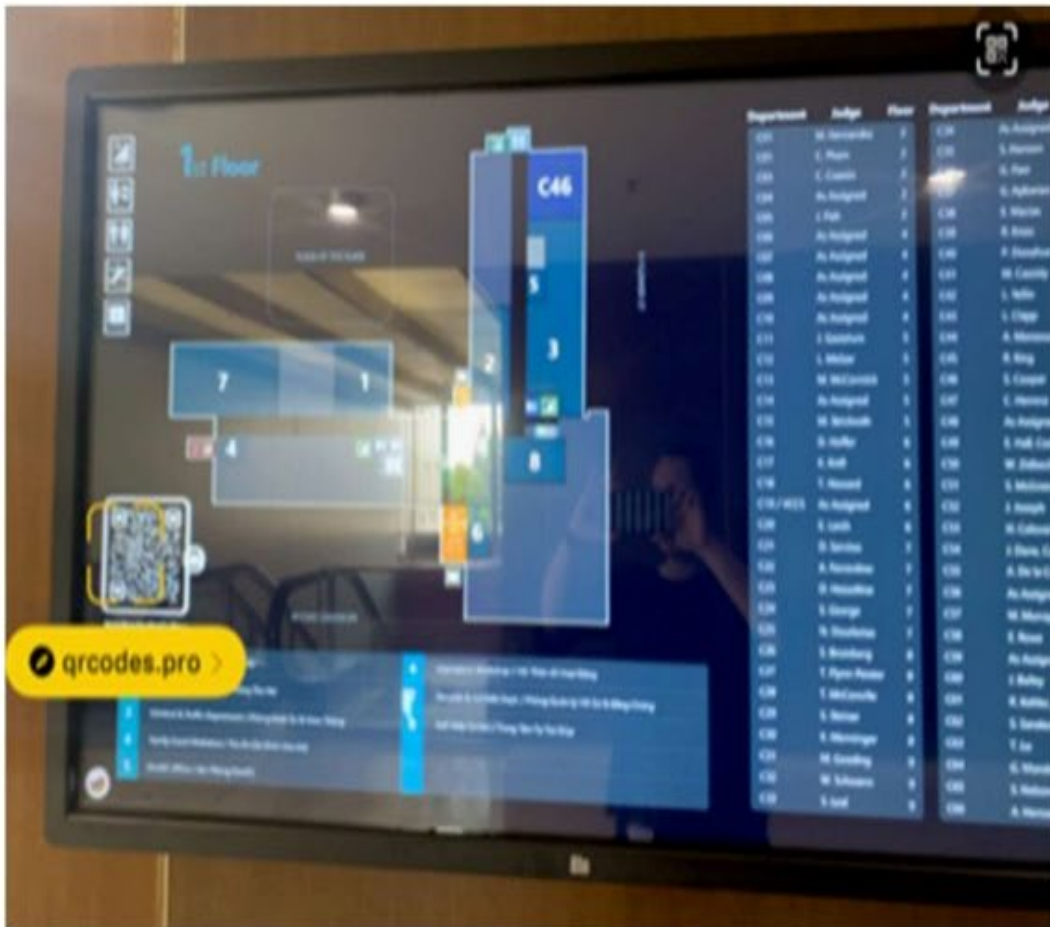
## Emergency Protective Order



How Do I Get a Restraining Order - Spanish



# Interpreter Equipment



## Court Mobile Maps

Please click on the language

ENGLISH

SPANISH - ESPAÑOL

VIETNAMESE - TIẾNG VIỆT

Locations

Telephone Numbers

occourts.org



# Digital Directory Project QR Codes

# Grant Application Timing & Process



Application launched  
February 5–28, 2025



Review and approval  
by three advisory  
committees



Final review and  
approval by Judicial  
Council



Notice of awards to  
courts



Contracts to awarded  
courts for review and  
signature



22-month contract  
(September 1, 2025 -  
June 30, 2027)



# Grant General Timeline





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## **S&T Grant Program**

Irene Balajadia, Senior Analyst  
[irene.balajadia@jud.ca.gov](mailto:irene.balajadia@jud.ca.gov)

Eunice Lee, Supervising Analyst  
[eunice.lee@jud.ca.gov](mailto:eunice.lee@jud.ca.gov)



# California Courts Self-Help Guide

## Multilingual Resources

Contact:  
[LAP@jud.ca.gov](mailto: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](https://selfhelp.courts.ca.gov)



JUDICIAL COUNCIL  
OF CALIFORNIA

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

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](https://selfhelp.courts.ca.gov)

**New:** Resources are now available in other languages.

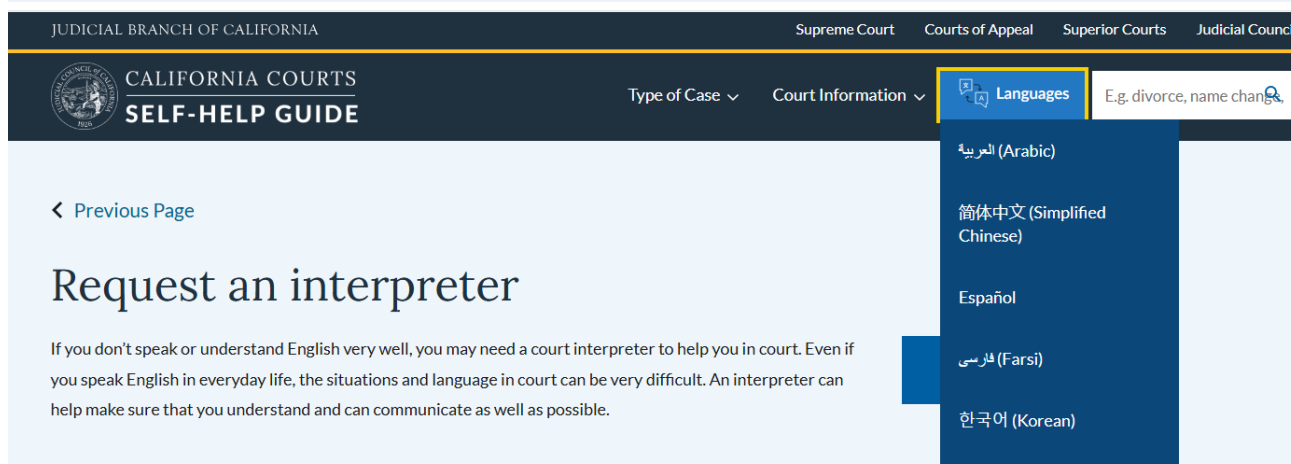
- Arabic
- Chinese, Simplified
- Chinese, Traditional
- Farsi
- Korean
- Punjabi
- Russian
- Spanish
- Tagalog
- Vietnamese

The screenshot shows the homepage of the California Courts Self-Help Guide. The header includes the Judicial Branch of California logo and navigation links for Supreme Court, Courts of Appeal, Superior Courts, and Judicial Council. A search bar is present with the text 'E.g. divorce, name change'. The main heading is 'Self-Help Guide to the California Courts', followed by a description: '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, a section titled 'What would you like to do?' features six interactive cards. The first card, 'Get help with papers I was served', has a 'Choose form' dropdown and a 'Go' button. The second, 'Start a court case', has a 'Choose case type' dropdown and a 'Go' button. The third, 'Work on my court case', has a dropdown menu open showing options: 'Choose resource', 'Ask for a Fee Waiver', 'Ask for an interpreter' (highlighted in blue), 'Ask for disability accommodation', 'Find a court form', 'Find a courthouse', and 'Find your self-help center'. The fourth card, 'Get information about a legal topic', has a 'Choose topic' dropdown and a 'Go' button. The fifth, 'Look up a court case or citation', has a 'Choose county' dropdown and a 'Go' button. The sixth card, partially visible, has a 'Choose resource' dropdown and a 'Go' button. An illustration on the right shows a woman reading a document while others stand in a courtroom setting.



# [selfhelp.courts.ca.gov/request-interpreter](https://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

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### 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

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### 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.**

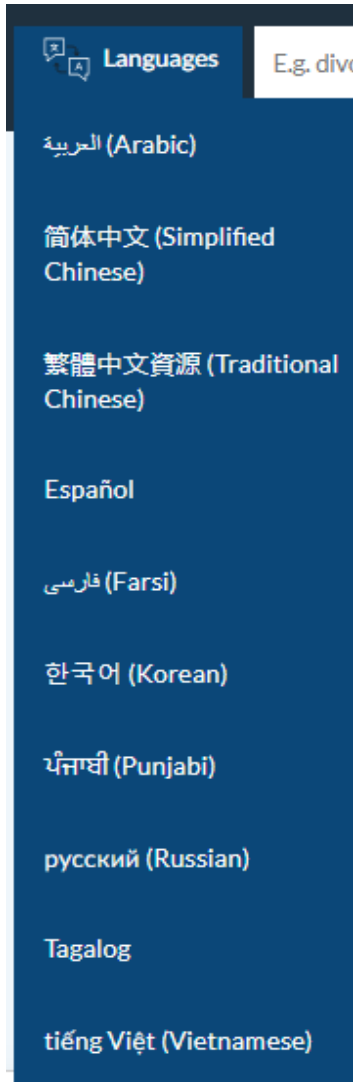


# How to find multilingual resources

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>)



# 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

E.g. divorce

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

E.g. divorce, name change

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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](#))

- Languages
- E.g. divorce, name change
- 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

# Quick Links and Contact Information



[California Courts Self-Help Guide](#)



[Language resources](#)



**Contact:** [LAP@jud.ca.gov](mailto:LAP@jud.ca.gov)