



# **Louisiana Language Access Plan**

## **Jefferson Parish Juvenile Court**

**1546 Gretna Boulevard  
Harvey, Louisiana 70058  
(504) 367-3500**

**Adopted November 16, 2020**

**Jefferson Parish Juvenile Court**  
**Parish of Jefferson, State of Louisiana**  
**Language Access Plan**

**A. Language Access Coordinator**

This court's Language Access Coordinator is Tyariana Scott. Ms. Scott's contact information is:  
Email: [tscott@jpsc.org](mailto:tscott@jpsc.org)  
Phone: (504) 367-3500, ext. 839  
Address: P.O. Box 1900, Harvey, LA 70059

**B. Compliance with Statewide Language Access Plan**

The Language Access Coordinator has posted the Language Assistance Services (LAS) sign(s) in the following publically accessible place(s): In the public waiting areas of this court and on the court's website.

The Language Access Coordinator has placed the Language Assistance Services brochures in the following publically accessible place(s): In the public waiting areas of this court.

**C. Identify commonly encountered non-English languages**

Based on most recent Census data and other data collection methods including the court's case management system, this court's commonly encountered non-English languages are identified as:

1. Spanish
2. Vietnamese
3. Mandarin Chinese
4. French-Creole
5. Arabic
6. Nepali
7. Cantonese

**D. Translated Documents**

This court has translated the following documents and electronic communications into this court's commonly encountered non-English languages:

1. Adoption Disclosure
2. Affidavit of Indian Child Status
3. Answer To Paternity-Child Support Petition
4. Answer to Paternity
5. Application For Judicial Bypass
6. Application for Marriage Waiver
7. Change of Address
8. Expungement

9. Harassment Policy 2020
10. In Forma Pauperis Affidavit
11. Motion for Continuance
12. Motion for Disclosure
13. Motion for Hearing
14. Motion for Return of Bond
15. Motion to Enroll
16. Motion to Obtain Transcript
17. Motion to Withdraw as Counsel of Record
18. Notice of Change of Address
19. Notice of Change of Employment
20. Notice of Objection to Registration
21. Request for Disagreement Hearing
22. Service Animals Public Policy 2019
23. Subpoena Duces Tecum
24. Voluntary Transfer without guardianship
25. Witness List
26. Records check instruction sheet for adoptions
27. State authorization for records checks in adoptions
28. State rap disclosure for records checks in adoptions
29. Motion and Order for Records Check (Adoptions)
30. Change of Employment Form
31. Court Referral Form
32. Complaint procedure form
33. Explanation of Fines and Fees
34. Updating Motion for Disclosure
35. Legal advice form
36. Updating Motion for Return of Bond
37. Date notices
38. Directions to DJS
39. Waiver of Citation of Service (child support)
40. Blue Information sheet (child support)

**E. Notice to LEP Individuals**

This court notifies LEP individuals of language assistance services in the following ways:

1. Signs in the court's public waiting areas.
2. The court's website.

**F. Identifying LEP Individuals**

If a LEP individual is involved in a court proceeding or in the court operations (self-help desks, drug courts, payment of fines, etc.) this court identifies the LEP individuals at their initial appearance at court. In some cases the District Attorney's Office informs the court that a particular party needs an interpreter prior to the initial court proceeding and an interpreter is ordered ahead of time.

**G. Language Access Services in Court Proceedings and Operations**

Interpreters: The court strives to provide free interpreters to all LEP individuals for all court proceedings (hearings and adjudications) and court operations (court-ordered/court-operated events.) Interpreters are provided at no cost for all case types including, but not limited to, Delinquency, Child In Need of Care, Adoptions, Voluntary Transfers of Custody, Child Support, Traffic, Family In Need of Services, Drug Court, Special Immigrant Status hearings, etc.

Bi-Lingual Staff: This court has the following bi-lingual staff members who may assist in providing language assistance:

1. Sandra Lopez – Court Reporter
2. Miriam Trapp – Clerk of Court

These individuals are only used if there is not a certified interpreter on site.

Translated written materials: This court has the following translated written and electronic materials: (See Item D.)

## **H. Key Points of Contact**

1. Front door Check-In Clerk
2. Health Check Point
3. Security Check Point
4. Information Window
5. Payment Window
6. Clerk of Court Window
7. Child Support Check-In Clerk
8. Upstairs Check-In Clerk
9. Public Defender's Office Clerk
10. FINS Case Workers
11. Child Support (IV-D) Case Workers
12. Drug Court Case Workers
13. Assistant District Attorneys

All of the above points of contact have access to an interpreter either through the court's daily on-site interpreter who is supplied by an outside vendor or through the "Language Line" telephone interpreter service that the court makes available to all.

## **I. Training Plans**

This court has adopted the following training plan for court staff and other justice system partners:

1. Regular staff meetings to address various LEP topics
2. LEP Webinars
3. Louisiana Supreme Court directives

## **J. Data Collection**

On January 2, 2010, this court began collecting the following data:

1. The number of court interpreters requested by LEP individuals.
2. The number of court interpreters appointed and assigned to assist LEP individuals.
3. The amount of money spent on court interpreters, identified as in-person or telephonic.
4. The amount of money spent on any language assistance services (including the production of translated materials, over-the-phone interpreters, etc.)

This court will report its findings to the OLA on or before February 1, 2022 for all data points above, from January 1, 2021 to December 31, 2021.

On January 1, 2022, in addition to the data points described above, working with our clerk of court, sheriff, or any other entity with a key point of contact, this court will begin collecting the following data:

5. The number of LEP individuals encountered in the clerk of court's office and self-help center (if applicable).

This court will report its findings to the OLA on or before February 1, 2023 for all data points (1-5) above, from January 2, 2022 to December 31 2022.

## **K. Monitoring and Updating the LAP**

The court regularly monitors its language assistance services, policies and procedures, and all items included in this LEP Plan to assess whether any changes are needed. In addition, the court performs an annual evaluation of its policies and updates this document as appropriate. This court's update LAP will be submitted to the OLA on February 1, 2022.

## **L. Language Access Complaint Process**

This court has taken the following steps to publicize Louisiana's centralized language access compliant process:

1. The complaint process is posted on the court's website; and
2. Our receptionists are trained to assist individuals to fill out a written complaint form (with the assistance of an interpreter) if the party is present at court.

**Louisiana Language Access Plan Implementation Order**

**ORDER**

**Jefferson Parish Juvenile Court  
Jefferson Parish, State of Louisiana**

**WHEREAS**, the Louisiana Supreme Court signed a Memorandum of Agreement with the United States Department of Justice mandating that all courts phase-in a language access program that provides language assistance services at no cost to Limited English Proficient (LEP) individuals in all state court proceedings and operations;

**WHEREAS**, the Louisiana Supreme Court adopted a statewide Language Access Plan that, among other things, required the adoption of a language access plan in each court;

**WHEREAS**, federal law requires that courts provide language assistance services to LEP individuals, including court interpreters, at no cost to the individual;

**IT IS HEREBY ORDERED** that the Jefferson Parish Juvenile Court (hereinafter "the Court") appoints a Language Access Coordinator who is responsible for coordinating language assistance services in the Court;

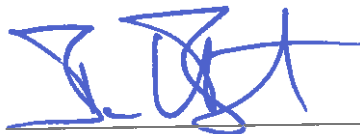
**IT IS FURTHER ORDERED** that the Court shall submit the name of its appointed Language Access Coordinator and all relevant contact information to the Supreme Court's Office of Language Access;

**IT IS FURTHER ORDERED** that the Court shall advise the Supreme Court's Office of Language Access if a new Language Access Coordinator is appointed;

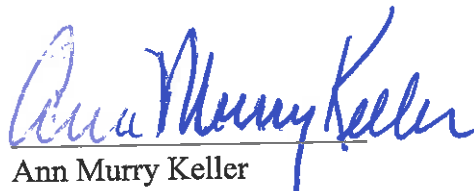
**IT IS FURTHER ORDERED** that the Court's Language Access Coordinator will cooperate with the Supreme Court's Office of Language Access to implement the statewide language access plan and will remain responsive to individual requests for language assistance services;

**IT IS FURTHER ORDERED** that the Court adopts the attached Language Access Plan for the Court and shall periodically review and adopt new language assistance services policies and procedures as required by law.

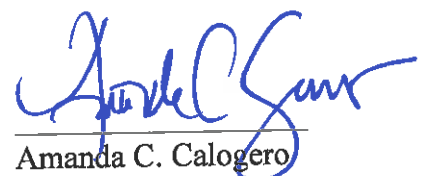
Ordered this 16<sup>th</sup> day of December, 2020, Harvey, Louisiana.



Barron C. Burmaster  
Chief Judge



Ann Murry Keller  
Judge, Section A



Amanda C. Calogero  
Judge, Section B