



Louisiana Language Access Plan

Jefferson Parish Juvenile Court

1546 Gretna Boulevard

Harvey, Louisiana 70058

(504) 367-3500

Original Plan adopted November 16, 2020 – Amended Plan adopted May 27, 2026

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@jpic.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 publicly 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 publicly 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. Application For Judicial Bypass
5. Application for Marriage Waiver
6. Change of Address
7. Expungement
8. Harassment Policy

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

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 an LEP individual is involved in a court proceeding or in court operations (self-help desks, specialty 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, Family Preservation 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. Luis Bustamante – Court Probation Coordinator
2. Miriam Trapp – Clerk of Court

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

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

LanguageLine Solutions: This court uses a telephone-based live interpreter service in instances where LEP individuals and court personnel are having difficulty communicating basic information to one another. This service cannot be used for official court proceedings where the LEP individual is under oath and giving and/or listening to testimony in a courtroom.

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

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. FINS Case Workers
10. Child Support (IV-D) Case Workers
11. Family Preservation Case Manager
12. Assistant District Attorneys
13. Court Secretary

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.)

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 was originally submitted to the OLA on February 1, 2022 and is updated as the law requires.

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;

WHEREAS, the Court adopted the original Jefferson Parish Juvenile Court Language Access Plan on November 16, 2020;

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 shall review and adopt new language assistance services policies and procedures as required by law and outlined in this new plan.

Ordered this 27th day of May, 2026, Harvey, Louisiana.


Amanda C. Calogero
Chief Judge, Section B


Jennifer G. Womble
Judge, Section A


Barron C. Burmaster
Judge, Section C