

**LEP – MULTI-LINGUAL MATERIALS SUBCOMMITTEE**  
**Minutes of December 29, 2008**     **DRAFT**

In attendance: Alejandra Donath; Rena Goldwasser; Dan Horwitch; Rick Dunion (support).

1. The meeting was called to order by Rena Goldwasser, Chair.
2. Written statistical reports were distributed and reviewed by the group. Alejandra explained the “Yearly Statistical Report for 2007.” The Spanish Language events for the year totalled 104,023. An event is defined as each time an interpreter is used. There may be multiple events in a case on a given day, For example, if an interpreter is needed for someone in the courtroom, and again for the same person later in the clerk’s office, it would be treated as two events. Resources from the Translator’s Office are allocated according to documented need. The committee identified the court business areas with the greatest frequency of events. These are – Criminal, Motor Vehicle, Delinquency, Civil, and Support Enforcement. Housing is showing a significant increase in requests for translator services as a result of an increase in foreclosures and foreclosure mediation. The members agreed that our action plan will initially focus on these business areas. 87% of the requests for interpreter services is for Spanish followed by Portuguese at 4%. Spanish is significantly requested well beyond any other language. Alejandra will provide the committee the names for those forms translated to languages other than Spanish. Some forms have been translated and used by organizations external to the Branch.

Information on Court Service Center materials provided by Karen Franchi was reviewed. The chart indicated which Judicial forms and other materials are available and distributed at all center sites directly to clients divided by business category and court site. Note was made that agencies outside the Branch have placed translated forms at the Court Service Centers for client convenience i.e., Department of Social Services, Legal Aid, etc. Karen will survey CSC staff to find out 1) Top 20 most used forms requested 2) Most used Spanish forms and/or other info distributed and 3) Forms and other information that are frequently requested but not currently available in Spanish (or any other language). In an e mail correspondence, Karen indicated that she suspects that the most-used forms will be somewhat similar from court to court but there is difference between the larger cities and small towns, i.e. AEP is very popular in the small towns but not so much in the cities where more people rely on public transportation. Evictions are more common in the bigger cities than in the small towns. It might be that CSC info can be used to identify and cross reference judicial forms that will correspond to the areas the subcommittee will focus on in Phase I.

Rena indicated that we need to survey those business areas identified to determine specific forms and those that should be considered for translation. Dan Horwitch suggested that contact be made with Court Operations to review current statistical information. It is possible that the use of bar codes and, possibly, the use

of docket legend codes, has allowed the Branch to capture data on filed forms. Depending on this information, a survey may not need to be completed.

Rena asked about the functional areas in civil court. Alejandra mentioned that data on civil court requests for resources should be available in June 2009. There was discussion regarding downloaded forms and statistics on those forms most downloaded and eventually filed. Phase II of the work for the committee will be the review of downloaded forms.

3. There was a discussion about the possible need to translate court calendar uniform instructions to Spanish and to translate courtroom assignments that are posted in courthouses on calendar and other days.
4. Rena will prepare a report to present to the main LEP committee on January 9, 2009.
5. The members support the concept of "Plain Language" as a cost-effective measure in form translation. The group also recognized the need for additional resources in the Interpreter's Office.
6. The next subcommittee meeting will be held on January 9, 2009 as part of a breakout session of the main LEP Committee.