

3RD JUDICIAL DISTRICT
Monique Gomez, Language Access Coordinator
interpreq@northamptoncounty.org
610-829-6709

LANGUAGE ACCESS PLAN

Section I. Introduction and Purpose

Equal access to the courts is fundamental to the legitimacy of our system of justice and the trust and confidence of Pennsylvanians in our courts. Language services for individuals who are limited English proficient (LEP) or are deaf or hard of hearing are essential to ensure that they are able to fully participate in judicial proceedings and court services, programs, and activities in which their rights and interests are at stake. Without these services, they are effectively denied the protection of our laws.

Moreover, the courts themselves have an independent interest in ensuring the integrity of communications with LEP and deaf or hard of hearing court users so that the fact finder can hear evidence accurately and deliver justice fairly.

The policy of the Unified Judicial System is to provide meaningful language access for all individuals who are LEP to ensure that all persons have due process and equal access to all judicial proceedings, court services, programs and activities. Ensuring meaningful language access means providing timely, accurate, and effective language services at no cost to the court user.

In addition, it is the policy of the Unified Judicial System to provide equally effective communication to individuals who are deaf or hard of hearing, in part, by providing American Sign Language interpreters at no cost to litigants, witnesses and court spectators.¹

Pennsylvania's policies regarding language access to the courts are embodied in the Language Access Plan for the Unified Judicial System (LAP-UJS). This plan was approved by the Pennsylvania Supreme Court in March 2017. The LAP-UJS policies and requirements, which are binding on the judicial districts, are incorporated herein by reference. The LAP-UJS is available at languageaccess.pacourts.us.

The judicial district has a language access coordinator who can be reached at interpreq@northamptoncounty.org.

Section II. Legal Basis

The legal basis for this Language Access Plan is set forth in the [LAP-UJS](#),² Title VI of the federal Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act at the federal level, and the Pennsylvania Interpreter Act and regulations pursuant thereto at the state level.

¹ See, Language Access Plan for the Unified Judicial System of Pennsylvania at 2, available at <http://languageaccess.pacourts.us>.

² Id. at 4-5, available at <http://languageaccess.pacourts.us>.

Section III. General Principles of Language Access

General principles of language access are referenced in the [LAP-UJS](#).³ Significant principles include the following:

- Courts are responsible for early identification of the need for language services, including, among other things, providing timely and effective notice to those in need of such services.
- Interpretation and translation must be provided by the court at no cost.
- Persons who request language access services should be provided with them, in accordance with Title VI of the Civil Rights Act and the Pennsylvania Interpreter Act.
- Language access services should be offered, even if not requested, where the need is apparent or where the ability of a person to understand and communicate in English is unclear.
- Individuals who are LEP, deaf, or hard of hearing should never be expected to use informal interpreters, such as family members, opposing parties, or their counsel, nor should courts allow them to be used.
- Having an in-person interpreter for judicial proceedings is the most effective method to ensure effective communication for LEP court participants and is strongly preferred under the law. Remote interpretation through audio-visual technology, use of Video Remote Interpreting (“VRI”) or telephone is permitted only in limited circumstances, as set out in the Pennsylvania Interpreter Act regulations.
- Courts must provide interpreters in a timely manner.
- Courts must provide meaningful language access to court users who are LEP, deaf, or hard of hearing in all services, programs, and activities of the courts. This means access must be provided in judicial proceedings (both criminal and civil), and for the general business of the courts.

Section IV. Language Needs of this Judicial District

Based on Language Access Data Collection information for 2023, below are the top 5 languages (including American Sign Language) for which interpreters were most frequently requested in this judicial district:

1. Spanish
2. Chinese-Mandarin
3. Punjabi (Panjabi)
4. American Sign Language (ASL)
5. Portuguese

³ Language Access Plan for the Unified Judicial System of Pennsylvania at 5-7, available at <http://languageaccess.pacourts.us>.

Section V. Language Services and How to Use Them

A. Oral Language Services

1. Interpreters

☒ This judicial district provides interpreters for judicial proceedings in compliance with the rules and policies set forth in the Pennsylvania Interpreter Act and regulations, the AOPC Interpreter Certification Program regulations,⁴ and the Guidelines for the Procurement and Appointment of Interpreters issued by the AOPC.⁵ These policies require the District to provide court interpreters to all LEP and deaf or hard of hearing parties, victims, witnesses, and certain other persons⁶ for any civil or criminal proceeding.

☒ The judicial district provides court users with the interpreter request and waiver forms available on the Interpreter Certification Program page of the UJS website.⁷

☒ We post interpreter request and waiver forms on our website.

<https://www.nccpa.org/publications/lap/LAPInterpreterRequestForm.pdf>

<https://www.nccpa.org/publications/lap/LAPInterpreterWaiverForm-AOPC.pdf>

2. Bilingual Staff

This Plan hereby incorporates by reference the Bilingual Employee Policy issued by AOPC on September 28, 2018, and reissued as amended on December 20, 2018. The policy became effective on January 1, 2019.

Under the policy, current employees of the UJS who are bilingual and intend to continue to use their bilingual skills to assist limited English proficient and deaf and hard of hearing members of the public must be tested and achieve a passing score, as defined by the policy, by January 1, 2021. Employees hired after January 1, 2019, who intend to use their language skills to assist LEP and deaf and hard of hearing members of the public must be tested and achieve a passing score as defined by the policy before they can utilize their skills to assist members of the public.

This judicial district has taken the following steps to implement the Bilingual Employee Policy:

⁴ 204 Pa. Code §221.

⁵ See also Section V(A)(1), Language Services and How to Use Them/Oral Language Services/Interpreters at 10-13, and Section VIII(1) Qualification Requirements for Interpreters and Translators, at 33-35, respectively, of the [LAP-UJS](#), which are hereby incorporated by reference.

⁶ The District must provide an interpreter to deaf and hard of hearing court users whether parties to a case, witnesses, family members, or spectators. Interpreters are also provided to limited English proficient fiduciaries for a party; and a parent, guardian, or custodian of a minor or incapacitated person who is a party, victim, or witness.

⁷ <http://www.pacourts.us/judicial-administration/court-programs/interpreter-program>

- Bilingual Policy was forwarded to our Human Services department for consideration in hiring for the court related court offices staff. There is currently an incentive or compensation for the employees to test or assist LEP staff.
- In June 2023, Court Administration established a pay differential order, which compensates employees who have acquired a language proficiency score and are providing bilingual services on a voluntary basis during their work hours.
 - o See Appendix 1.

(a) We have incorporated testing of bilingual employees into our hiring process for new and existing employees who will use their bilingual skills to assist members of the public as a part of their jobs.

(b) We have informed employees hired before January 1, 2019, who use their bilingual skills to assist members of the public that they will need to be tested by their judicial districts and achieve a passing score as defined by the policy by January 1, 2021, or no longer use their bilingual skills as a part of their job.

(c) Bilingual employees and their supervisors have viewed the AOPC produced training, available at https://www.youtube.com/watch?v=yuJP7e_znOU.

We have not taken the above-listed actions, but intend to complete each step by the following dates.

(a) Testing of bilingual employees has been incorporated into our hiring process since June 2021.

(b) Bilingual employees have been informed that they will need to be tested by the judicial district and achieve a passing score as defined by the policy, or no longer use their bilingual skills as a part of their job by December 2021.

(c) The above-referenced AOPC-produced training video has been viewed by bilingual employees and their supervisors by December 2021.

We do not have any bilingual employees. Therefore, we will utilize in-person interpreters where available and will utilize telephone interpreting in compliance with Section 104 of the Regulations pursuant to the Pennsylvania Interpreter Act.⁸

B. Written Language Services

1. Court Forms and Documents

⁸ See 204 Pa. Code ch. 221 §104.

This Plan hereby incorporates by reference the principles and translation protocol set forth in the AOPC Translation Policy & Procedures Manual of the Unified Judicial System.

This District has reviewed the UJS Translation Policy and Procedures Manual and follows the guidelines for high quality translation established therein.

This District has taken the following steps explained in the Translation Manual to prioritize further translation work within the time periods specified:

Created a spreadsheet with an inventory of all district forms, documents, orders, signs, web content, etc. in January 2020.

Performed the two-step analysis of each writing set forth in the Translation Policy & Procedures Manual to determine if it is a vital document, with results listed in the spreadsheet in January 2020.

Assigned each document to a priority group for translation in January 2020.

Created a tracking system to record translations in January 2020.

Translated forms currently available to court users in this District include the following (languages into which forms are translated and their location in the courthouse or on court website are indicated next to its name in parentheses):

- See Appendix 1

Translated documents have been integrated in this judicial district's case management system in the following fashion:

- Documents translated into Spanish and simplified Chinese, specifically for court offices are maintained in their case management systems. This are accessible in hard copies, throughout the courtrooms, and in the individual offices which utilize the forms as well as in the shared file MGOMEZ([\\nc-ent-fsvm\users\crtadmn](#))(G:) under Translated Forms NCC.

The translations in the above list have been completed for the languages listed in Section IV above (top languages for which interpreters are most frequently requested in this judicial district) or should be completed by July 2021.

This judicial district uses the translated forms made available to the courts by the Administrative Office of Pennsylvania Courts (AOPC).⁹

⁹<http://www.pacourts.us/forms/bilingual-forms>

2. Signage & Websites.¹⁰

While acknowledging that the counties in which judicial districts are located generally own the courthouse buildings and control signage, this judicial district has taken the following steps towards incorporating bilingual signage into its court buildings and has done the following to address translation of court websites:

- We have posted Notice of Language Rights posters, distributed I Speak cards to court offices or court related offices. Court Home Page, Interpretation Services, Contact the Court, Court Divisions & Operations, General Court Information, Criminal and Civil Court Sections.

• We have recently renovated court buildings and taken the opportunity to incorporate bilingual or multilingual signage into our renovated or new buildings as follows:

We are planning to include bilingual or multilingual signage in our buildings in this way by [Date]:

We have reviewed our court website with an eye to translating webpages in subject matter areas in which our judicial district experiences high LEP usage.

We have translated the following pages using qualified translators:

- Court Home Page, Interpretation Services, Contact the Court, Court Divisions & Operations, General Court Information, Criminal and Civil Court Sections.
[Tribunal de Primera Instancia del Condado de Northampton, PA - Servimos a la gente del Condado de Northampton, PA :: Northampton County Court of Common Pleas \(nccpa.org\)](#)

We intend to translate the following pages by [insert date] using qualified translators:

C. Use of Remote Technology

The judicial district has contracted with Language Services Associates and Language Line Services to provide telephone interpreting services, primarily for counter communication with LEP court users.¹¹

Instructions for contacting a telephone interpreter have been distributed to all key staff and county offices who interact with the public.

¹⁰ A checklist of considerations and suggestions regarding bi- and multilingual signage in courthouses and websites was provided to the judicial districts on March 14, 2019.

¹¹ See, Section IX, Training, below. Judicial district employees have been trained in the appropriate use of telephone interpreting, and know that its best use is for brief encounters at the counter, rather than judicial proceedings, per Section 104 of the regulations pursuant to the Interpreter Act.

¹² See, Guidance on Services beyond the Courtroom provided to the judicial districts on March 14, 2019.

In many judicial districts, certain court programs and services are provided by private, third party vendors under contract with or paid by the court. Judicial districts are responsible to ensure that meaningful access is provided to LEP persons by vendors of these services and should review and seek adjustment of contract terms accordingly.

In addition, the judicial district is working with the vendors with whom it contracts to provide programs to ensure that those vendors comply with Title VI, the Americans with Disabilities Act, and the Rehabilitation Act of 1973.¹³ Specifically, the district includes the following provisions in its contracts with vendors and has encouraged the county to do so, as well, in its contracts with vendors that provide court programs and services:

- All court contracts effective July 1, 2021 and after include The Title VI, the Americans with Disabilities Act and the Rehabilitation Act of 1973. The contracts that do not include this language expired on June 30, 2021.
Language per below footnote is included in the current contracts.

The judicial district has not yet worked to include language in vendor contracts requiring compliance with Title VI, the Americans with Disabilities Act, and the Rehabilitation Act of 1973. The district intends to accomplish this by this date: [insert date].

In addition, the Language Access Coordinator and/or DCA for the judicial district have advised judges that they should consider the ability of an LEP litigant to complete a given program before ordering him or her to do so, and have advised judges that they should not put an LEP litigant in danger of being held in contempt, charged extra fees or costs, or subject to any other adverse consequence for failure to complete a program that did not provide competent interpretation and translation.

Section VI. Early Identification of the Need for Language Services

1. Advance Notice

The judicial district informs individuals of their right to a sign language interpreter and language services using the following forms of notice and in the manner specified below:

¹³ For example, language similar to the following could be used:

Vendor will comply, and all its subcontractors will comply, with the nondiscrimination requirements of the Civil Rights Act of 1870; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; Regulations implementing Sections 799A and 845 of the Public Health Service Act, 45 C.F.R. Part 83; the Age Discrimination Act of 1975; and 45 C.F.R. Parts 83, 84, 86, and 90, as well as any other applicable federal nondiscrimination statutes and regulations. Specifically, Vendor must provide foreign language interpreters and translated documents to limited English proficient participants in compliance with Title VI of the federal Civil Rights Act, and sign language interpreters to deaf or hard of hearing participants in compliance with the Americans with Disabilities Act.

A Notice of the Right to Language Services (hereafter “NLR”) in English and in no fewer than the five most commonly spoken languages in the judicial district, providing a phone number to call as well as an email address where a request for an interpreter may be sent. The NLR is provided in the following fashion:

Automatic printing of the standardized AOPC-provided NLR for hearing notices and subpoenas generated by MDJS and CPCMS.

An abbreviated NLR in this judicial district's 5 top languages in addition to English, approved by AOPC, and appearing on the back of our envelopes.

Through another method, explained below:

- Posted on the court website and providing posters to every court associated office as well as throughout the courthouse. <https://www.nccpa.org/publications/lap/NCCPA-NoticeOfLanguageRights.pdf>

Notice of Language Rights and the appropriate contact information for requesting an interpreter is included on all court brochures and informational materials.

Our judicial district made the UJS language access brochure available on our website. <https://www.nccpa.org/publications/lap/AOPCLanguageServicesBrochure.pdf>

Notice of Language Rights and the appropriate contact information for requesting an interpreter is posted on the court’s website at this link: <https://www.nccpa.org/geninfo/lap>

AOPC Right to Interpreter posters are placed prominently and in close proximity to court or court office staff in:

All CCP court or court office reception/information desks or kiosks

MDJ courts and court offices

Other locations: Public Defender’s Office
District Attorney’s Office

"I Speak" cards in the five most common languages spoken in the judicial district, as well as a card in English for deaf or hard of hearing persons are placed prominently and in close proximity to court or court office staff in:

All CCP court or court office reception/information desks or kiosks

MDJ courts and court offices

Other locations:

In addition to the above-described methods, the judicial district intends to provide Advance Notice in the following ways, and/or intends to do so by the dates indicated below: N/A

2. System for Receiving and Processing Requests for Language Services

The judicial district has language services in place to receive and respond to requests for language services to LEP persons who contact court staff to inform them of their need for language services.

These services are available in the following methods of communication:

- In person
- By phone
- Email
- Website
- Portal
- Mail

Section VII. Keeping Data on the Need for and Use of Language Access Services

In compliance with the LAP for the UJS, this judicial district inputs all data regarding use of interpreters and provision of other language access services into Language Access Data Collection ("LADC"), the statewide system for tracking this data.

In addition, this judicial district utilizes the "special consideration" feature in MDJS and CPCMS to indicate the need for an interpreter for cases in those systems.

The judicial district uses the following system to mark case files and scheduling documents with an "interpreter needed" designation, so that there is an automatic mechanism to trigger arrangements for an interpreter throughout the life cycle of a given case. Please describe below what system this district is using:

- Some offices flag files, others enter a notification in their computer system, and some offices do both.

Section VIII. Training & Continuing Education

The judicial district will work with the AOPC to ensure that all employees are trained on appropriate provision of language access services. Judicial district staff will attend training to assist them to: identify and respond to LEP persons, increase awareness of the types of language services available, guide when and how to access those services, and effectively use language services, how to handle issues such as stress and frustration with being unable to communicate with someone who is deaf or hard of hearing, and procedures for receiving both informal

feedback and formal complaints. New employees, especially those who will have regular contact with the public, will be required to attend language access training.

All current and new judicial district staff will attend, and county clerks will be offered, the following training regarding language access:

- Taped training developed by AOPC, available at <https://youtu.be/FObgm-ewIw4>.
- For newly hired and current bilingual staff and their supervisors, the taped training developed by AOPC, available at https://www.youtube.com/watch?v=yuJP7e_znOU.

Interpreters new to our judicial district receive an orientation to local judicial district processes and procedures via the following means:

- We send them a standard email with information about our policies and procedures, attached hereto.
- We utilize the Local Court Interpreter Orientation Checklist created by AOPC, and supplemented by our judicial district in-house interpreter. See Appendix 3.
- We meet with new interpreters before their first appearance in our court, and provide them with basic information about our policies and procedures.
- We orient interpreters new to our courthouse in the following fashion:

In addition, this judicial district provides the following training on language access:

- Periodic training for new judicial district staff
- Periodic training for employees who have frequent contact with the public
- Language Access Basic Training, online training by New Mexico Administrative Office of Courts, available at <https://www.nmcenterforlanguageaccess.org/lafund/#/>.
- Other: Mandatory AOPC training webinar for all new hires. Periodic reminders for review of the Language Access Plan to Division Directors, Court Offices either by email or interoffice memorandums for dissemination to their employees.

IX. Outreach to Court Users and Communities

- The judicial district consulted with the following community members in creating this LAP:
- Turning Point of Lehigh Valley
- Public Defender's Office

Upon AOPC approval of the LAP:

The judicial district will post its LAP on its public website and/or public notification area within the courthouse and will make copies of the LAP available upon request.

In addition, copies of the plan have been provided to all identifiable stakeholders in the LEP and deaf/hard of hearing communities, including but not limited to: the District Attorneys' Office, the Public Defenders' Office, the local legal aid office, local domestic violence or sexual assault programs, and any local agency that serves limited English proficient or deaf or hard of hearing individuals.

Section X. Monitoring and Evaluation of Language Access Plan: Complaint/Feedback Procedure

The judicial district will review this LAP annually to assess whether it needs to be updated. The LAP will remain in effect unless modified or updated.

The judicial district's review shall include the following areas which may indicate a need to update the LAP:

- Increase in number of LEP and/or deaf or hard of hearing persons requesting court interpreters or language assistance
- Funding provided or available for languages services
- Current language needs to determine if additional services or translated materials should be provided
- Feedback from LEP and deaf or hard of hearing communities and stakeholders within the judicial district
- Court staff (turnover, new hires, etc.)
- Feedback from trainings provided by the judicial district or AOPC
- Viability of identified language services and resources
- Problem areas such as improper denial, delay, or poor quality language assistance and corrective action strategies
- Updated census data

The language access coordinator for this judicial district ensures this plan is followed, advises the court on potential updates to this plan, and coordinates provision of language access services for the judicial district as they arise.

- ☒ The language access coordinator for this judicial district can be reached at interpreq@northamptoncounty.org.
- ☒ The judicial district will notify the AOPC of any changes to the language access coordinator's contact information, or if a new language access coordinator is named.
- ☒ Any revisions to the language access plan will be communicated to all court personnel, and an updated version of the plan will be posted on the court's website and in a public notification area in the courthouse, as well as distributed to all relevant stakeholders.

Anyone has the right to file a complaint against this judicial district when he or she believes that the judicial district did not provide the necessary language access services.

- ☒ The Language Access Coordinator shall take reasonable steps to inform court users about the availability of the UJS [language access complaint form](#).

The Language Access Coordinator for this judicial district:

- ☒ Utilizes the UJS language access complaint form
- ☒ Has posted the complaint form on the judicial district website with this language access plan, and made hard copies of the complaint form readily available in court offices

All complaints regarding this LAP should be forwarded to the language access coordinator for this judicial district.

- ☒ The Language Access Coordinator or his/her designee will investigate any complaints that allege noncompliance with this LAP.
- ☒ If the investigation results in a finding of compliance, the Language Access Coordinator will inform the complainant in writing of this determination, including the basis for determination.
- ☒ If the investigation results in a finding of noncompliance, the Language Access Coordinator will inform the complainant of the noncompliance in a letter that outlines the steps the judicial district will take to correct the noncompliance.
- ☒ The Language Access Coordinator will complete the Language Access Complaint Tracking Log provided by AOPC twice a year, and forward the log to the Coordinator for Court Access, AOPC.

I certify that the above information is true and correct and this plan is effective on 9/15/2023

Date: 9/25/23 Language Access Coordinator Signature: Musique Coull

Date: 9/25/23 District Court Administrator Signature: JJ Frouse

Date: 9/25/23 President Judge Signature: Casey



Appendix 1

IN THE COURT OF COMMON PLEAS OF NORTHAMPTON COUNTY
COMMONWEALTH OF PENNSYLVANIA

COPY

IN RE:

Interpreting Pay

AD 1<87-2023

FILED
JUN 29 8 11:09
NORTHAMPTON COUNTY, PA

ORDER OF COURT


AND NOW, this 27th day of June, 2023, employees of the Northampton County Court of Common Pleas providing interpreting services on a voluntary basis during their hours of employment will be compensated a stipend of \$575.00 per quarter for a maximum annual rate of \$2,300.00. Employees providing this service must undergo testing scheduled by the Language Access Coordinator in the office of Court Administration and receive a proficiency score between 2-3 or higher on the Interagency Language Roundtable (ILR) scale. This shall be effective May 1, 2023.

Compensation for the quarter shall be pro-rated from the date employee begins providing such service or from date services are no longer provided.

This service will be provided until such time as Court Administration determines that such services are no longer necessary.

In accordance with the Unified Judicial System Language Access Plan, employees must test every two years to ensure that a level 2-3 or higher proficiency score is maintained.

The Clerk of the Court is directed to certify this Order to the fiscal officers of Northampton County.

BY THE COURT:

CRAIG A. DALLY
PRESIDENT JUDGE

Appendix 2

FORMS LISTED HAVE BEEN TRANSLATED INTO SPANISH AND ARE AVAILABLE IN THE OFFICES INDICATED IN HEADERS

District Attorney's Office:

ARD- Non-DUI Application Spanish and simplified Chinese
ARD – DUI Application Spanish and simplified Chinese
DUI – ASP Program 2nd offender's form Spanish
Guilty Plea Statement Bilingual Spanish and simplified Chinese
Post Sentence Colloquy Spanish
S.O.R.N.A Colloquy Spanish
ACT 29 Colloquy Bilingual Spanish
Written Addendum to Registration of Sexual Offenders Spanish
Order of Court – Sexual Offender Spanish
Precipe Entry of Appearance Form Spanish
Waiver of Rule 600 Form Spanish
Restitution checklist Bilingual Spanish
Waiver of Counsel Form Spanish
Victim Restitution Form Bilingual Spanish
Letter to Victim Bilingual Spanish
Sentencing Letter Bilingual Spanish
Mental Health Court Diversion Program
Interpreter Waiver Form

Other (available in Court Administration):

Appearance for Defendant Spanish
Arraignment statement from the Judge Spanish
Courthouse Website Spanish
Divorce packet Bilingual Spanish

Probation:

Post Sentencing Rights – Gag II Spanish
Gagnon I findings and Recommendations Spanish
Important Post-Gagnon hearing Rights Spanish
Alcohol and Safety Class Spanish
ARD Conditions Spanish
ARD Probation Requirements Spanish
ARD - Letter Spanish
ARD Expungement Process Spanish
ProTrack Instructions Spanish

GPS Rules Spanish
DUI Conditions Spanish
Defendant payment Agreement Spanish
Hearing Notice ARD Probation Spanish
Bail Conditions Modification Spanish
Payment Instructions Spanish

Public Defender's Office

Public Defender Application and checklist Spanish and Simplified Chinese
Mental Health Application Rules and Waiver Spanish

Juvenile

Miranda Rights Juvenile Intake Spanish
Home Visit Questionnaire Spanish
Probation and Parole Regulations & Requirements Spanish
Conditions of Juvenile Supervision Spanish
Acknowledgement of Home Pass Expectations Spanish
Social Investigation Form Bilingual Spanish
PREA review Quiz Spanish
Resident Rights Spanish
Treatment Resident Visiting Contract Spanish
Resident Right (Parent) Spanish
Attendance Improvement Form Spanish

Custody

Custody Complaint instructions Bilingual Spanish
Custody Modification Instructions Bilingual Spanish
Custody Contempt Instructions Bilingual Spanish
Emergency Petition for Custody Bilingual Spanish
Certificate of Service Note Spanish
Every custody order is translated

Juror's office:

Jury Duty Excuse Spanish

Sheriffs:

Notice to Persons Retrieving weapons – Property Held- Spanish
Affidavit of Service Spanish

Domestic Relations:

Rules for Plaintiff Spanish

Rules for Defendant Spanish

Northampton County Domestic Relations Information Spanish

Important Notice to Parties Spanish

Intake Information Spanish

MDJs:

Wedding Ceremony

Central Court Notice Spanish and Simplified Chinese

Appendix 3

Court Interpreter Orientation

- Contact

- **Monique Gomez**

Northampton County Language Access Coordinator

Court Administration

669 Washington St.

Easton, PA 18042

Office: 610-829-6709 Fax: 610-559-6702

mgomez@norcopa.gov

- **Jobs in Northampton County**

- Please contact the above Court Administration personnel for interpreting job opportunities and procedures in this court.
- Expectations for performing court interpreter duties:

Under general direction, performs legal and general interpretation and translation from English to a specified foreign language or sign language and vice versa in a support capacity to judges, attorneys, investigators, probation officers and other legal staff; and performs related duties as required. State certification is required for interpreting assignments before a judge.

Please note that different judges handle things differently, and you should check with individual judges to learn of any judge-specific procedures.

Contact us if you are a new interpreter looking to shadow a certified interpreter who works regularly in our courthouse.

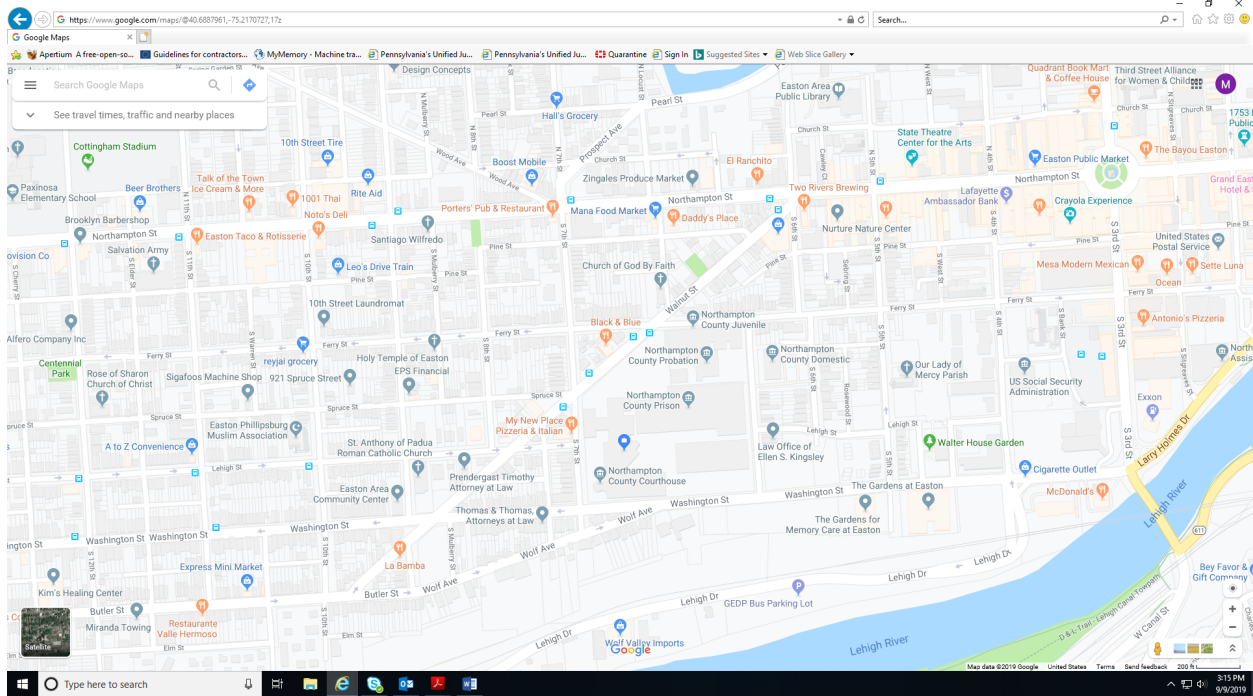
- **Key information**

- Northampton County Courthouse Website: <https://www.nccpa.org/>
- List of Magisterial District Courts: <https://www.nccpa.org/MDJInfo/MDJLookup>
- Notice of Language rights: <https://www.nccpa.org/publications/lap/NCCPA-NoticeOfLanguageRights.pdf>
- The Language Access Plan: <https://www.nccpa.org/publications/lap/LanguageAccessPlan.pdf>
- Interpreter Request Form: <https://www.nccpa.org/publications/lap/LAPInterpreterRequestForm.pdf>
- Complaint Procedure and Form: <https://www.nccpa.org/publications/lap/LAPGrievanceForm.pdf>
- Interpreter Waiver Form: <https://www.nccpa.org/publications/lap/LAPInterpreterWaiverForm-AOPC.pdf>
- [Criminal Justice System Flowchart:](#)

https://www.google.com/search?safe=active&sxsrf=ACYBGNRBqq6mi_bFCu2ornWpNZARiVSypg%3A1568057872000&ei=D6p2XfDMPKy2ggeGuYvYBQ&q=criminal+system+flowchart+PA&oq=criminal+system

[+flowchart+PA&gs_l=psy-ab.3..33i22i29i30i10.2136.2855..3252...0.2..0.102.279.1j2.....0....1..gws-wiz.....0i71j0i22i30.YiYP8O7QoCw&ved=0ahUKewiwkMrjvsTkAhUsm-AKH5bcAlsQ4dUDCA&uact=5#spf=1568057899852](https://www.google.com/maps/@40.6887961,-75.2170727,17z)

- Parking: Free parking available in the parking lots on Washington St. and Union Street, a block down from the courthouse.
- Map:



- Billing: Please submit a completed W9 form with your first invoice. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Include in your invoice your billing information (name, address, phone number, email, etc.); date, time and place of the assignment (01/01/2019, 11 a.m. to 12:15 a.m. MDJ 03-2-01); case information (name and docket number); LEP name; itemized rates (Interpreting fee, miles, travel time, tolls, etc.) and total. Contact us if you would like an invoice sample.

- Forms: Spanish forms used in Northampton County are available at the District Attorney's office or can be e-mailed upon request.
- You can find bilingual PA forms here:

<http://www.pacourts.us/forms/bilingual-forms>

- Key Links to UJS Website:

AOPC Interpreter Certification Program page

<http://www.pacourts.us/judicial-administration/court-programs/interpreter-program>

- Administrative regulations governing court interpreters for persons with limited English proficiency and for persons who are deaf or hard of hearing

<http://www.pacourts.us/assets/files/setting-2936/file-231.pdf?cb=983fe1>

- Guidelines for the Procurement and Appointment of Interpreters

<http://www.pacourts.us/assets/files/setting-1700/file-229.pdf?cb=942e36>

- Docket information: for purposes of reviewing court documents in advance of interpreting in a given case. <https://ujportal.pacourts.us/CaseInformation.aspx>

- AOPC ICP compensation schedule and travel reimbursement policy:

<http://www.pacourts.us/judicial-administration/court-programs/interpreter-program/interpreter-resources/>

- Glossary:

- Legal glossary: <http://www.pacourts.us/learn/legal-glossary>

- Other helpful links to UJS website:

- Pyramid of Pennsylvania Courts: <http://www.pacourts.us/learn>

- Course of a civil or criminal case: <http://www.pacourts.us/learn/how-the-courts-operate>