

January 22, 2025

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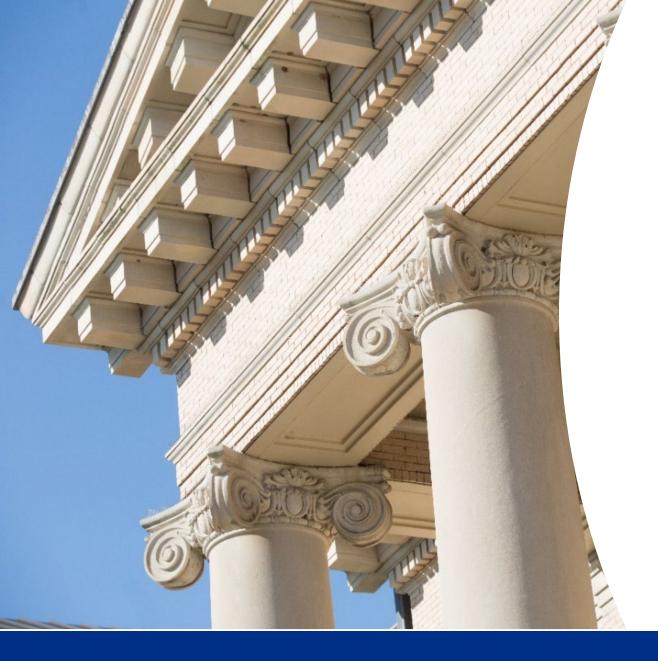
DEFINITIONS

- Limited English Proficiency (LEP) Individual: one who speaks a language other than
 English as his or her primary language and has a limited ability to read, write, speak, or
 understand English.
 - The need for a court interpreter should not be based upon the individual's ability to converse in basic English.
- Americans with Disabilities Act (ADA)
- LAC = Language Access Coordinator
- DAC = Disability Access Coordinator (was originally called ADA coordinator but that caused confusion for those who associate ADA with "Assistant District Attorney")









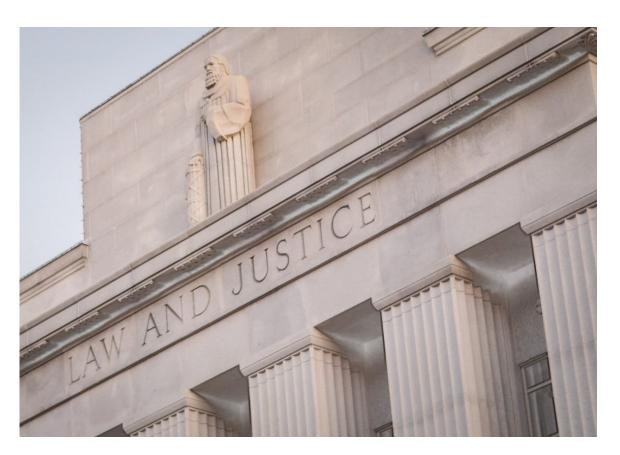
LANGUAGE ACCESS

The North Carolina Judicial Branch must provide meaningful language access for limited English proficiency individuals under Title VI of the Civil Rights Act of 1964 and it's implementing regulations.

Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency", strengthened Title VI responsibilities for federal and state agencies.



Who has the right to an Interpreter?



All Limited English Proficiency individuals who are a:

- Party;
- Victim; or
- Testifying witness

in a criminal or civil case has the right to a court interpreter at no cost.



PROVIDING LANGUAGE ACCESS FOR FAMILY MEMBERS

Language access is provided for:

 The parents, legal guardians or custodians of a juvenile who is a party, victim, or testifying witness.

 The legal guardians of an adult who is a party, victim, or testifying witness. Language access must also be provided for limited English proficiency individuals who call or walk into a courthouse with (non-legal) questions or seeking information.

MEMBERS OF THE PUBLIC



What if an LEP Speaks Some English?

- The language of the courtroom proceeding is far more complex than the linguistic interactions of everyday conversation.
- The level of English proficiency required to meaningfully participate in a legal setting requires Cognitive Academic Language Proficiency (CALP) developed through formal education and years of exposure to the language.



HOW TO EVALUATE THE NEED FOR AN INTERPRETER

If you doubt an individual's English proficiency, determine their fluency through questions.

- Owner of the owner owner of the owner own
- o How old are you?
- O When were you born?
- What kind of work do you do?
- Please describe items you see here in the courtroom.
- Be aware that the heightened anxiety diminishes a speaker's ability to comprehend and communicate in the second language.
- Always err on the side of caution and ensure a qualified court interpreter is provided for LEPs in covered court proceedings.

WHAT DOES OLAS DO?

The Office of Language Access Services in the NCAOC helps facilitate equal access to justice for Limited English Proficiency individuals (LEPS) by:

- Developing <u>Standards for Language Access Services in North Carolina State Courts</u>
- Providing support and guidance for questions or issues involving interpreting and translating services
- Ensuring qualified court interpreters are provided to the courts
- Administering court interpreter training and certification testing provided by the National Center for State Courts
- Arranging court interpreters for proceedings







What are Language Access Services?

In-Person Interpreting for Court Proceedings	Staff Court Interpreters in 9 counties: Alamance, Buncombe, Chatham, Durham, Forsyth, Guilford, Mecklenburg, Orange, and Wake Contract Court Interpreters	
Telephone Interpreting Use by magistrates for initial appearances, public access, evidentiary matters. Current Vendor: Use by district court for first appearances and brief routing Use for out-of-court communication or court operations		
Video Remote Interpreting	Use for any proceeding conducted via Webex. (Separate audio channels for LEPS is coming)	
Translation	Court Forms and vital court documents	
Transcription-Translation	Audio/visual evidence for district attorneys, public defenders, or assigned counsel. Court interpreters are prohibited by their ethics from interpreting audio/visual recordings; all audio/visual recordings must be transcribed and translated prior to the court proceeding.	

COURT INTERPRETERS

- The use of court interpreters provides meaningful language access for limited English proficiency (LEP) individuals in the North Carolina justice system.
- Using a properly training court interpreter ensures full and fair participation and facilitates equal access to justice for limited English proficiency (LEP) individuals.
- Depending on the proceeding, the interpreter may be in-person, by telephone, or by video.



SPOTLIGHT: TEAM INTERPRETING

Longer proceedings, or proceedings that are complex in nature, will require more than one interpreter. A team of two interpreters should be scheduled for such proceedings.

A team of interpreters consists of an active interpreter and a support interpreter. The active interpreter interprets the proceeding for all LEP parties and witnesses, while the support interpreter is available to assist the active interpreter with research, vocabulary, equipment or other issues.

The active interpreter and the support interpreter will alternate roles every 20-30 minutes to minimize interpreter fatigue.



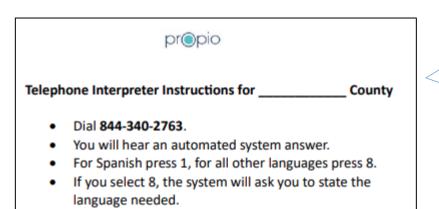
SPOTLIGHT: TELEPHONE INTERPRETING



- All Criminal District Court Proceedings
- Brief Non-Evidentiary Matters in Small Claims Court
- Responding to Public Inquiries.



AVAILABLE ON JUNO- INSTRUCTION CARDS



The call will then be connected to the interpreter.

The interpreter will then be ready to assist you.

Provide the interpreter with

the access code for your office/court.

pr⊚pio	pr⊚pio		
Telephone Interpreter Instructions for County	Telephone Interpreter Instructions for Coun		
 Dial 844-340-2763. You will hear an automated system answer. For Spanish press 1, for all other languages press 8. If you select 8, the system will ask you to state the language needed. The call will then be connected to the interpreter. Provide the interpreter with the access code for your office/court. The interpreter will then be ready to assist you. 	 Dial 844-340-2763. You will hear an automated system answer. For Spanish press 1, for all other languages press 8 If you select 8, the system will ask you to state the language needed. The call will then be connected to the interpreter. Provide the interpreter with the access code for your office/court. The interpreter will then be ready to assist you. 		
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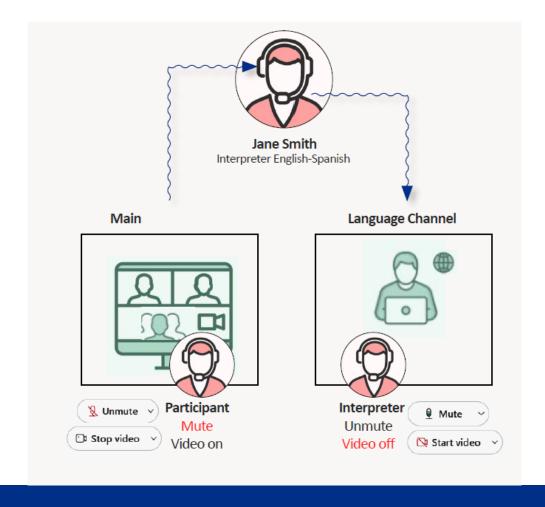
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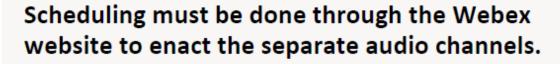
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If you select 8, the system will ask you to state the

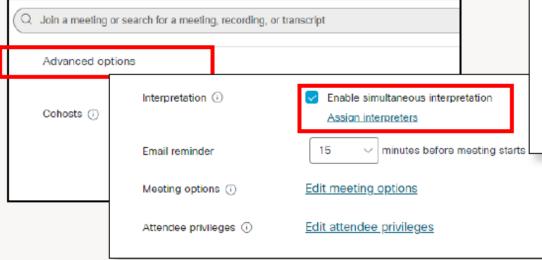
SPOTLIGHT: VIDEO REMOTE INTERPRETING

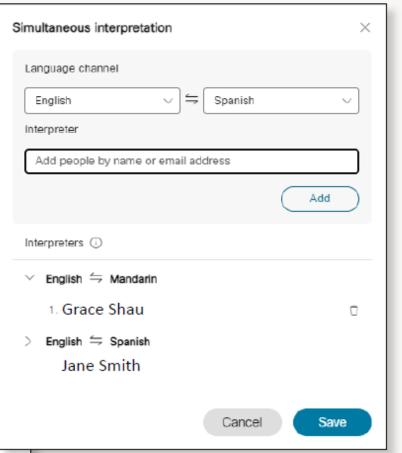






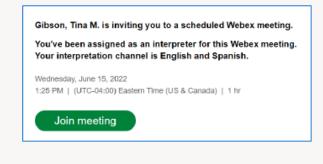
- 1 Type nccourts.webex.com into your browser to schedule your hearing.
- Click Advanced Options.
- 3 Check Enable simultaneous interpretation then click Assign interpreters.

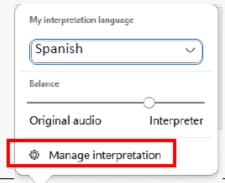




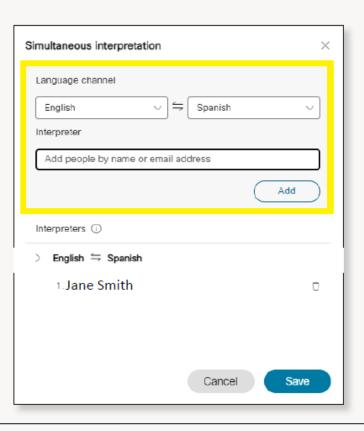
Add interpreters (or the LAC email address if unknown) then click **Save.**

Interpreters will receive a meeting invitation noting that they have been assigned as interpreter.





Add or remove language channels and/or interpreters during a hearing by clicking the globe icon, then Manage interpretation.

























Video Remote Interpreting (VRI) for ASL

- 3rd party vendor is used for on-demand ASL interpreting service
- It is available 24/7 for <u>brief</u>, non-evidentiary proceedings
- Only should be used when an ASL interpreter is not available in person

VRI Instructions:

- Go to https://one.propio-ls.com
- 2. Enter user code provided by your local DAC
- 3. Select 'American Sign Language' and click video icon





What to Expect When Parties Have Non-English Documents Or Non-English Audio Sources



Translation Services

In all court proceedings, the parties submitting documents in a language other than English are responsible for obtaining certified translations, at their own expense, except in civil and criminal cases in which the State bears the costs of representation.

District Attorneys Offices, Public Defenders, or Appointed Counsel should contact the Office of Language Access Services to have any written documents in a language other than English translated prior to the proceeding.



Transcription-Translation services

Court interpreters are prohibited by their ethics from trying to interpret audio recordings in court because it is impossible to do so accurately, which would threaten the integrity of the evidence.

The best evidence format for non-English audio is a properly prepared transcription-translation, accompanied by a notarized certificate of accuracy from the lead translator setting forth the lead translator's credentials.

This work requires an extremely high level of skill.



TRANSCRIPTION-TRANSLATION EXAMPLE



NCAOC Office of Language Access Services Forensic Transcription — Non-English to English

	Otata
File Number:	State v. , , , ;
Source File Names:	VTS_01_02.VOB, VTS_01_03.VOB, VTS_01_04.VOB
Description:	Video recording of law enforcement interview of defendant
Date of Recording:	May 29, (2018 according to NCAOC OLAS assignment sheet)
Time Code(s):	Times shown on the wall clock are noted in the T/T
	(Time codes as provided by NCAOC OLAS:
	55 in VTS_01_2 to minute 20 in VTS_01_3
	43 in VTS_01_3 to minute 46:10 in VTS_01_03
	5 to minute 12 in VTS_01_4)
Transcriber:	Susana Cahill, FCCI
Transcription Proofreader:	Julia C. A. Davis, FCCI
Translator:	Julia C. A. Davis, FCCI
Translation Proofreader:	Susana Cahill, FCCI

Legend in English and Spanish (Clave en inglés y español)		
DET	Detective	
M1	Male 1 - (Hombre 1 - 1998)	
INT	Interpreter (Intérprete)	
UM	Unidentified Male (Hombre no identificado)	
DSS	from Department of Social Services Employee (del Departmento de Servicios Sociales)	
[U/I], [I/I]	Unintelligible (Ininteligible)	
[PH], [F]	Phonetic spelling (Ortografía fonética)	
//	Overlapping Voices Begin (Comienzan a traslaparse las voces)	
[xxx xxx]	Translator's notes (Anotaciones del traductor)	
Italics (Cursiva)	Originally spoken in English (En inglés en la versión original)	

	Speaker	Transcription (Transcripción)	Translation Span – Eng (Traducción esp – ing)
1		[Esta transcripción se ha elaborado como suplemento de la grabación original. Incluye el diálogo con referencia parcial a otros sonidos y observaciones.]	[This transcription is intended as a supplement to the source recording. It contains the dialogue with only limited reference to any other sounds and observations.]
2		[11:28 - Comienzo del segmento solicitado según el reloj de pared]	[11:28 - Beginning of requested segment according to the wall clock]
3		[Hay un hombre sentado solo en una sala. Se oye abrir una puerta]	[A man is sitting alone in a room. A door opens]
4	DET	OK. Alright. I got the, uh, the translator, OK, bud?	OK. Alright. I got the, uh, the translator, OK, bud?

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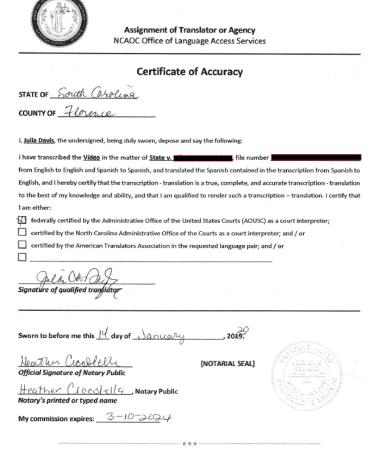


NCAOC Office of Language Access Services Forensic Transcription — Non-English to English

	Speaker	Transcription (Transcripción)	Translation Span – Eng (Traducción esp – ing)
5	M1	Mm-hmm.	Mm-hmm.
6	INT	Hola, ¿qué tal?	Hi, how are you?
7	M1	Hola.	Hi.
8	INT	Hola.	Hi.
9	DET	Alright, this is basically, 'cause I know you speak Spanish –	Alright, this is basically, 'cause I know you speak Spanish
10	INT	Sabemos que habla español.	We know you speak Spanish.
11	M1	Mmjmm.	Mm-hmm.
12	DET	uhm fluently. I know you understand English too. // Uhm	uhm fluently. I know you understand English too. // Uhm
13	INT	Sabemos que entiende un poco el inglés también, ¿verdad?	We know you understand English a little too, right?
14	DET	OK, so we're gonna go over again a couple things, OK? [Carraspea]	OK, so we're gonna go over again a couple things, OK? [Clears throat]
15	INT	Nuevamente vamos a repasar un par de cosas.	We're gonna go over a couple of things again.
16	DET	Alright. You already signed your Miranda rights, right?	Alright. You already signed your Miranda rights, right?
17	INT	Usted ya firmó sus derechos.	You already signed your rights.
18	M1	Mmjmm.	Mm-hmm.
19	DET	OK. Alright, and you want to talk to me about the girl that was touching you. Correct?	OK. Alright, and you want to talk to me about the girl that was touching you. Correct?
20	INT	¿Quiere hablar sobre la niña que la estaba lo estaba tocando a usted?	Do you want to talk about the girl that you were that was touching you?
21	M1	Mmjmm.	Mm-hmm.
22	DET	OK. Alright. I want you to, uhm so you want, uhm – let's just go over this real quick. And we're gonn– I'm gonna say this in –	OK. Alright. I want you to, uhm so you want, uhm – let's just go over this real quick. And we're gonn– I'm gonna say this in
23	INT	Vamos a revisar esto rápido. [Señala unos papeles sobre la mesa]	We're going to review this quickly. [Points to some papers on the table]

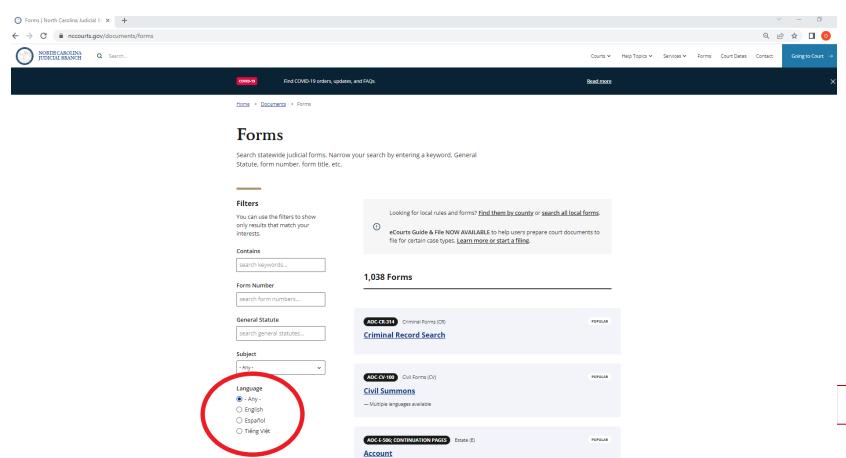


CERTIFICATE OF ACCURACY EXAMPLE





A NOTE ON TRANSLATED COURT FORMS



Select Spanish or Vietnamese





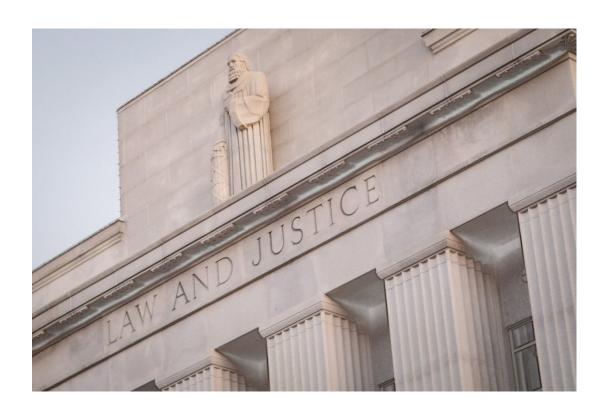
INTERPRETER



THE ROLE OF THE COURT INTERPRETER

To provide equal access to justice and court proceedings by linguistically placing the LEP individual on equal footing as an English speaker.

Equal access does not mean better access.





EQUAL ACCESS TO JUSTICE



Using a properly trained court interpreter ensures full and fair participation and facilitates equal access to justice for Limited English Proficiency individuals in the North Carolina justice system.



What is the Court Interpreter's Job?

- To render everything said in court from the source language into the target language
 - Accurately without distorting the meaning
 - Without omissions
 - Without additions
 - Without changes to style of speech (registry)
 - With as little delay or interference as possible
 - While speaking and listening for the next chunk of language
 - Monitoring their own output



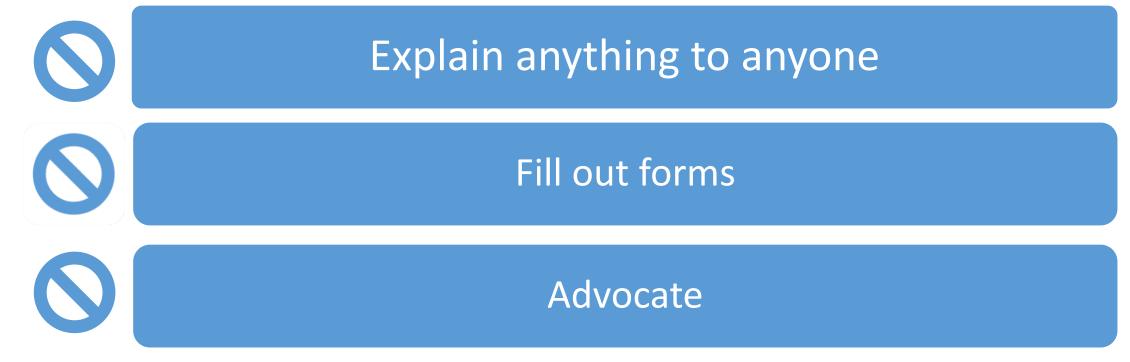
ETHICS

Code of Professional Responsibility for Court Interpreters

- Canon 1: Accuracy and Completeness
- Canon 2: Representation of Qualifications
- Canon 3: Impartiality and Avoidance of Conflict of Interest or Appearance of Conflict of Interest
- Canon 4: Professional Demeanor
- Canon 5: Confidentiality

- Canon 6: Restriction of Public Comment
- Canon 7: Scope of Practice
- Canon 8: Assessing and Reporting Impediments to Performance
- Canon 9: Duty to Report Ethical Violations
- Canon 10: Professional Development

THE INTERPRETER ETHICALLY CANNOT...











REQUEST PROCESS



Spanish Court Interpreters

Other Than
Spanish) Court
Interpreters

Request for Spoken Foreign Language Court
Interpreter Form must be submitted 10
business days in advance or as soon as case is
placed on the calendar, whichever is earlier.



WHO SCHEDULES WHAT?

- LACs schedule Spanish court interpreters upon receipt and evaluation of a completed Request for Spoken Foreign Language Court Interpreter form.
- OLAS staff schedules language other than Spanish (LOTS) interpreters. Many LOTS
 interpreters must be flown in from out of state, so advance notice is necessary, as is
 certainty of a trial date.

ALL court interpreters MUST be scheduled by the LAC or OLAS in order TO BE PAID for services rendered in AOC covered matters.





Interpreter Requests for Self-Represented Litigants

- Court personnel must assist self-represented litigants who need a court interpreter for a scheduled court proceeding. Self-represented litigants or persons assisting them can notify a judicial official or a clerk, who will submit the interpreter request on their behalf.
 - For both criminal AND civil cases.

- Court personnel, including clerks, TCAs, TCCs, JAs, and others, who prepare civil calendars
 must submit the interpreter request.
- Requests should be submitted electronically from the OLAS website at <u>https://www.nccourts.gov/request-for-spoken-foreign-language-court-interpreter.</u>



SCHEDULING CONSIDERATIONS

- Interpreters are reserved for:
 - Two hours for a single case
 - Three hours for a single morning or single afternoon session
 - All-day
- Frequently, interpreters are blamed as the reason for continuances when they've been waiting in court for a case to be called.
- Interpreter cases should be called quickly so they can be released for other courtrooms.
- The interpreter request form is important so that interpreters can be effectively scheduled.

BILINGUAL COURT EMPLOYEES

- Bilingual staff:
 - cannot act as the court interpreter.
 - can be authorized to conduct court operations (out-of-court) with the public <u>after</u> they complete a language assessment with OLAS.
- If a bilingual staff member has not completed the language assessment or is not available, Propio should be used to communicate with LEPs during out-ofcourt interactions.









OUT OF COURT COMMUNICATION

Judicial Branch funds are provided for interpreting services for out-of-court communications on behalf of the district attorney, Guardian ad Litem Program, public defenders, assigned counsel, and guardians ad litem representing indigent parties for IDS.

Staff court interpreters are prohibited from providing services out of court.

Language access services required for all out-of-court communications involving private counsel, including all interviews, investigations, and other aspects of general case preparation, are NOT provided or funded by the Judicial Branch.



NCAOC does not provide interpreters at state expense for other state agencies, such as probation and parole functions.

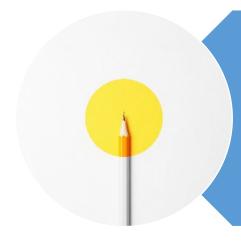
Just as the North Carolina Judicial Branch provides interpreters for court proceedings, other state agencies have Title VI responsibilities to provide language access for limited English proficiency individuals.

OTHER STATE AGENCIES





Language access services ensure full and fair participation and provides equal access to justice for LEP individuals



Language access services help courts get the information they need to make decisions





DISABILITY ACCESS



Who is covered by the Americans with Disabilities Act?

The ADA states that an individual is disabled if he or she:

- Has a physical or mental impairment that substantially limits one or more of the individual's major life activities;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

Equal treatment is a fundamental purpose of the ADA. People with disabilities must not be treated in a different or inferior manner.

KEY POINTS

- Disability is interpreted broadly.
- The legal standard for denying accommodations is high and the reason(s) must be provided in writing.
- Accommodation may be administrative, not judicial in nature.
 - Judicial immunity would not apply for determinations that are administrative in nature.
 - Consider whether it is necessary to disclose, or require disclosure of, someone's specific disability status on the record err on the side of not requiring disclosure.
 - If disability information is included in the record, the court may consider whether it should be sealed.

DISABILITY ACCOMMODATIONS



- Direct all requests to your local Disability Access Coordinator (DAC); Email address is [County Name].DAC@nccourts.org
- Online request form is preferred but not required – now includes ASL videos!
 - Phone, email, in-person
- Requests should be made as far in advance as possible-- at least ten (10) business days before the proceeding



Accommodations Should Be Tailored

All disabilities are different and persons with the same or similar disability may require different accommodations.

- Must provide accommodation or modification in requested format or manner, if possible.
- What is possible?
 - General accommodation requests anything that does not fundamentally alter the nature of the proceeding or service.
 - Effective communications requests anything that does not fundamentally alter the nature of the proceeding or service or cause an undue financial or administrative burden.

COMMON ACCOMMODATION REQUESTS

- American Sign Language (ASL) interpreter
- ASL and Certified Deaf Interpreter (CDI) team
- Bring a support person or animal
- CART (Communication Access Realtime Transcription) services
- Certain time of day for court event
- Different seating arrangement
- Extra Breaks

- Large-print materials
- Optical Character Recognition (OCR) compatible documents
- Sound amplifier such as a Pocket Talker
- Shorter questions
- Tactile American Sign Language (TASL) interpreter
- Use electronic devices for communication purposes



Auxiliary Aids and Services

- Communication Access Realtime Translation (CART): Certified captioner who translates
 what is being said aloud into written text, in real time. This can assist individuals who are
 Deaf or hard of hearing and do not understand ASL. Most of our Judicial Branch court
 reporters are not CART-certified and a 3rd party agency will need to be assigned.
- Text-to-Speech devices/apps for individuals with speech disabilities.
- A qualified reader, providing information with large print or electronically for use with a computer screen-reading program or an audio recording of printed information for people who are blind or have vision loss.



SERVICE ANIMALS

ALWAYS ALLOWED - NO REQUEST NEEDED



Under the ADA, service animals are allowed to accompany people with disabilities in all areas of a facility where the public is allowed to go, including courtrooms and other areas of the courthouse. Service animals are dogs (any breed, any size) and miniature horses.

WE CAN ASK:

- 1. Is the service animal required because of a disability?
- 2. What work or task has the animal been trained to perform?

WE CANNOT ASK:

- About the nature of the person's disability
- That the animal demonstrate its ability to perform task
- For training or certification documentation
- That animal wear a vest or ID card



Service Animals Always Allowed – No Request Needed

- A person with a disability cannot be asked to remove their service animal from the premises unless:
 - (1) the animal is out of control and the handler does not take effective action to control it (by leash, tether or verbal commands) or
 - (2) the animal is not housebroken.

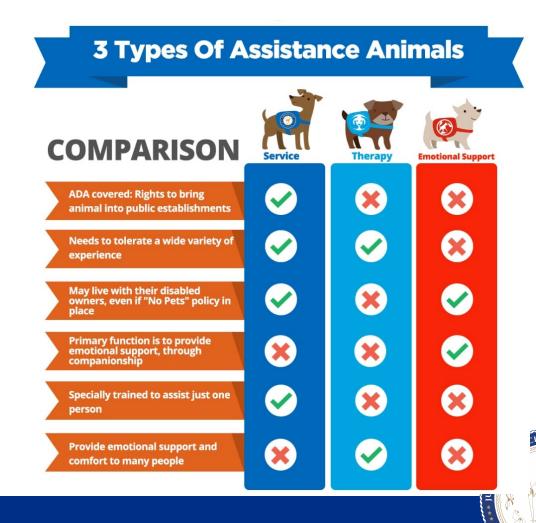
Allergies or a fear of dogs are <u>not</u> valid reasons for denying access or refusing service to people using service animals.

When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.

EMOTIONAL SUPPORT ANIMALS

REQUEST NEEDED

- Therapy and emotional support animals help with the symptoms of a disability, but have not been individually trained as a service animal. Requests for support animals should be considered as a reasonable modification under the ADA.
- An animal may be denied if
 - the animal exhibits aggressive behavior (growling or biting), disruptive behavior (whimpering, barking, wandering around) or is not housebroken, or
 - the person allows others to pet, feed or attend to the animal, or shifts responsibility of the animal.



HIDDEN AND UNINTENDED BARRIERS TO JURY SERVICE

- NC Jury Commission oversees the compiling of a master jury list of licensed drivers and/or registered voters. However, many disabled persons do not have a driver's license.
 Additionally, many disabled persons feel disenfranchised and do not register to vote.
- NC is prohibited from discrimination of potential jurors based on disability. However, if a
 juror is not struck for cause, there is still the peremptory challenge, which by its very
 nature can be used for any reason except for discrimination based on race or gender.
 Disability has not been recognized as a suspect class under Batson and J.E.B.
- A jury box that has a step up and/or fixed chairs that take up the whole jury box could bar access to an individual using a wheelchair.



MYTH OR FACT?



- Disabilities are always visible.
- All blind people read braille.
- People who are blind have no vision at all.
- ASL is visual English.
- All persons with hearing disability can read lips.
- Hearing impaired people cannot speak.
- Permanent wheelchair users are chronically ill.
- People with mental illness are always violent or unpredictable.



QUESTIONS?





THANK YOU

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