

STATE OF LOUISIANA

PARISH OF CADDO

Louisiana Language Access Plan Implementation order

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 (LAP) that provides language assistance 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, requires the adoption of a language access plan in each court;

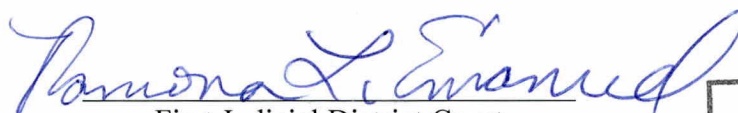
Whereas, Federal law requires that courts provide Language Access Services to LEP individuals, including court interpreters, at no cost to the individual.

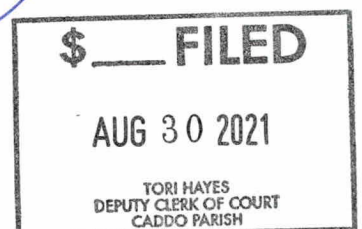
IT IS HEREBY ORDERED that the First Judicial District Court shall appoint a Language Access Coordinator who is responsible for coordinating Language Assistance Services in Caddo Parish and shall submit that name and contact information to the Supreme Court's Office of Language Access and shall also advise same if a new coordinator is appointed.

IT IS FURTHER ORDERED that the Language Access Coordinator will cooperate with the 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 First Judicial District Court adopts the attached Language Access Plan and shall periodically review and adopt new language assistance policies and procedures as required by law.

Thus, done and signed the 30th day of August, 2021, Shreveport, Louisiana.


First Judicial District Court
Chief Judge Ramona Emanuel



FIRST JUDICIAL DISTRICT COURT

CADDO PARISH, LOUISIANA

LANGUAGE ACCESS PLAN

September 1, 2021

Chief Judge Ramona Emanuel

POLICY

The First Judicial District Court is committed to providing meaningful access to its programs and services to persons who, because of their national origin, are limited in English proficiency. It is our policy to ensure that no person is subjected to prohibited discrimination based on national origin or their limited ability to speak the English language.

PURPOSE

This Language Access Plan (LAP) sets forth the policy and procedures for ensuring that persons with Limited English Proficiency (LEP) have meaningful access to the courts. This LAP applies to all courts including Civil, Criminal and Family courts.

Language Access Coordinator

The First Judicial District Court's Language Access Coordinator is:

David R. McClatchey
501 Texas Street, Suite 300
Shreveport, Louisiana 71101
318-677-5340

Compliance with Statewide Language Access Plan

The Language Access Coordinator has also posted the Language Assistance Services (LAS) signs in publicly accessible places located outside each court room.

The Language Access Coordinator has placed the Language Assistance Services (LAS) brochures at each public entrance of the courthouse.

Commonly encountered non-English languages in Caddo Parish

Based on the most recent Census data and other collection methods, this Court's commonly encountered non-English language is Spanish.

Data Collection


On January 1, 2022, the First Judicial District Court will begin collecting data on the number of persons requesting interpreter assistance from the Court. On or before February 1, 2023, this court will report its findings to the Office of Language Assistance for all data collected from January 1, 2022, through December 31, 2022. This Court will thereafter report each subsequent year's data by February 1, of the following year.

Language Access Complaint Process

Copies of the complaint forms have been placed on the receptionist desk on the third floor of the courthouse. The receptionist has been trained in providing this form to anyone who requests it. Signs have been placed about the courthouse to inform each person to go to the third floor for assistance with interpreters or making a complaint. The court also herein adopts a policy prohibiting any form of retaliation against any person who files a complaint.

This Language Access Plan is hereby approved and adopted by the court on this

30th day of August 2021.


First Judicial District Court
Chief Judge Ramona Emanuel