

Attachment D

Language Access Plan Cover Page

This cover page should be completed and attached to all completed division plans. This cover page should be filled out by the Department Liaison(s) for Language Access and approved by the department director.

Introduction

From Ordinance 18665:

King County and all its contractors shall provide free interpretation and translation services as required by this chapter to limited-English-proficient persons. When a limited-English-proficient person seeks or receives benefits or services from a local agency, office or contractor, the agency, office or contractor shall make reasonable efforts provide prompt interpretation services in all interactions with the person, whether the interaction is done remotely or in person. King County agencies and offices shall either employ sufficient qualified bilingual employees or contract with remote language services to provide interpretation services in languages spoken by limited-English proficient county residents.

2. The agency, office or contractor shall meet its obligation to provide prompt interpretation services for purposes of this subdivision by ensuring that limited-English proficient persons do not have to wait unreasonably longer to receive assistance than persons who do not require interpretation services. King County agencies shall provide support to contractors to meet the requirements of this section.

3. Where an application or form administered by King County requires completion in English by a limited-English-proficient person for submission to a local, state or federal authority, King County or its contractor shall make reasonable efforts to provide oral interpretation of the application or form as well as acknowledgement by the limited-English-proficient person that the form was translated and completed by an interpreter. King County agencies shall provide support to contractors to meet the requirements of this section.

B. King County agencies and offices shall develop language assistance plans that identify which of its vital documents and public communication materials need to be translated into languages for use by limited-English-proficient persons. The plans should also include identification of agency or office plans for providing translation of webpages, automated telephonic greetings, automated telephonic voice messages and informational signage. The threshold for the translation of vital documents and public communication materials shall be based on the top six languages identified by the tier map of limited-English-proficient persons maintained by the office of equity and social justice and the county demographer.

SECTION 7. The executive shall submit the language assistance plans required in section 6 of this ordinance and a motion that accepts the plans to the county council by September 30, 2018. The language assistance plans called for in this section shall be transmitted in the form of a paper original and an electronic copy to the clerk of the council, who shall distribute electronic copies to all councilmembers and the lead staff for the committee of the whole, the law and justice committee, the health, housing and human services committee or their successors.

Liaisons

Please provide the name of the Department/Division Liaison(s) who will oversee the implementation of the language access plan.

<i>Name</i>	<i>Title</i>	<i>Phone Number</i>
Judge Donna Tucker	Chief Presiding Judge	206-477-0457

Department//Division Plans

How many Division Plans are enclosed? (Please provide a number & list of divisions): One King County District Court plan.

Language Access Plan for Divisions

This Language Access Planning document is required by a new Immigration Ordinance 18665 for each department/agency division. Please consult with your department or agency's Language Access Liaison(s). This planning document will be attached to a Department cover page.

From Ordinance 18665: King County agencies and offices shall develop language assistance plans that identify which of its vital documents and public communication materials need to be translated into languages for use by limited-English-proficient persons. The plans should also include identification of agency or office plans for providing translation of webpages, automated telephonic greetings, automated telephonic voice messages and informational signage. The threshold for the translation of vital documents and public communication materials shall be based on the top six languages identified by the tier map of limited-English-proficient persons maintained by the office of equity and social justice and the county demographer. The executive shall submit the language assistance plans required in section 6 of this ordinance and a motion that accepts the plans to the county council by September 30, 2018.

Background Definitions:

"Public Communication Materials" are materials that are intended for broad distribution to inform or educate people served by King County. For the purpose of translation, Public Communication Materials refers only to printed media such as:

- Brochures
- Posters
- Booklets
- Pamphlets
- Billboards
- Advertisements in printed publications.

"Vital documents" are materials that provide essential information for accessing basic county services and benefits and for which serious consequences would result if the information were not provided. Departments will define their vital documents. Examples of vital documents include:

- Emergency messages and alerts
- Application forms
- Consent forms
- Complaint forms
- Notices of eligibility criteria, rights, denial, loss, or decreases in benefits or services
- Notices of availability of free language assistance
- Summary explanations of department's direct services

Translation: The conversion of **written** communication from one language to another in a written format. The materials translated include: Multilingual Signage (e.g. language signs at reception areas), Vital Documents, web pages, written outreach materials, and educational and informational materials.

Interpretation: The **oral** conversion of communication of a spoken message from one language to another. Interpretation needs include: Community Meetings/Sessions, One-One Constituent Meetings/Appointments, Language Line, Vonage or other live-interpreter service,

In-Language Community Outreach include Ethnic Media Ad Buys, Contracting with Community Based Organizations (CBOS) to do in-language outreach, and community education and information.

Section 1: Context and Current State

1. Division/agency mission and purpose: King County District Court – Mission to serve the public by providing an accessible forum for the fair, efficient, and understandable resolution of civil and criminal cases; and maintaining an atmosphere of respect for the dignity of all individuals.
2. Geographic reach of primary services/facilities/programs: Court services are provided County wide at locations in Shoreline, Redmond, Bellevue, Issaquah, Auburn, Kent, Burien, Vashon Island and Seattle.
3. Demographics of current user population: Consistent with County wide demographics.
4. Demographics of intended or priority populations: All residents of King County and regional visitors.
5. People who are not fluent speakers or writers of English are considered Limited English Speaking (LES). Do you assess LES data in your division? Yes No

Federal Law requires the court to provide interpreter services to all court participants. The court uses a software system developed in 2004 to assist the court in obtain such services and we have limited ability with this system to look at the data.

6. What tools (census maps, school data, subcontractor data, community meeting data, etc.) are you using to gather information about the LES communities that your Division/agency serves? The use of tools to help is not necessary as LES is assessed at the time of case initiation.
7. Existing language access policies, service levels, tracking methods:

The District Court is required by law to provide interpretive services to all court participants in need of services. The job software allows us to track all interpreter assignments made daily. The Administrative Office of Courts (AOC) provides regulation and certification of Court qualified interpreter services.

8. Current state of translated materials and interpretation service levels. Please note: Current Executive order mandates King County to translate all documents into Spanish and recommends translation into: Vietnamese, Somali, Russian, Chinese, Korean, Amharic, Arabic, and Ukrainian. The below chart allows for each department to report and plan for the populations served.

The number of documents and forms used by the court are too numerous to use the graph below for entry. See the attached list of forms current in use in the King County District Court, some of these forms are maintained by AOC, some are maintained by the King County District Court.

All matters requiring a hearing in court have in-person interpreter services. Forms used in court or generated at the hearing are interpreted but with few exceptions are not translated. Out of court interactions via telephone, or e-mail or front counter services are addressed either by (1) employees of the court with the necessary language skills or (2) the use of language line to assist with the court staff. The current KCDC website has some information translated into Spanish, the budget request for 2019-2020 to permit the entire website to be translated has not been approved by the executive's budget team. The budget request for 2019-2020 to continue development of translated documents was not approved by the executive's budget team.

**Decision Package Narrative Report
2019-2020 Agency Proposed
DISTRICT COURT (EN_A53000)**

**REQUEST DENIED
VIA BUDGET PROCESS**

DS_002: Increase translation and interpretation services to improve access to limited-English speaking (LES) residents. (Concept Memo ESJ)

Increase translation and interpretation services to improve access to limited-English speaking (LES) residents.

	2019-2020	2019-2020	2019-2020
	Ongoing	One-Time	Total
SERVICES-OTHER CHARGES (53000)		100,000	100,000
Total Expenditure		100,000	100,000
Net Impact		-100,000	-100,000

Regular FTEs

TLTs

Decision Package Effective Date **1/1/19**

Discussed in business plan? **Yes**
Strategic Initiative **Equity Social Justice Initiative**

Proposal: \$100,000 to fund translation of the majority of District Court forms into the top five languages (after English). The funds would be used for interpreter services for the initial translation. Additionally funds would be set aside to translate any new forms or updates to previously translated forms in the next two years. Opportunity: Handling almost 250,000 cases a year, District Court is an essential forum to the public. Many of the hearings are critical for individual safety, such as anti-harassment and domestic violence proceedings, and often these cases are handled pro se (without legal representation). Navigating the legal system and all the required forms can be a difficult task, and made even more so when English is not an individual's primary language. In order to increase accessibility to the Court and to the legal protections it provides, it is necessary to provide translated forms and information in the languages that are representative of the County.

**Decision Package Narrative Report
2019-2020 Agency Proposed
DISTRICT COURT (EN_A53000)**

**REQUEST DENIED
VIA BUDGET PROCESS**

DS_003: Increase translation and interpretation services to improve access to limited-English speaking (LES) residents. (Concept Memo ESJ)

Increase translation and interpretation services to improve access to limited-English speaking (LES) residents.

	2019-2020	2019-2020	2019-2020
	Ongoing	One-Time	Total
SERVICES-OTHER CHARGES (53000)		100,000	100,000
Total Expenditure		100,000	100,000
Net Impact		-100,000	-100,000

Regular FTEs

TLTs

Decision Package Effective Date **1/1/19**

Strategic Initiative

Equity Social Justice Initiative

Part A: Each year District Court has over 10,000 individuals attend hearings who need translation services because they have limited English speaking abilities. The current District Court Website provides helpful valuable information to court users; however, it is constructed in the English language. The website includes some limited forms in the Spanish language. Court users with limited English abilities are unable to obtain the same valuable information as the English Speaking Users. This proposal is for funds for a technology solution so the District Court's website can be viewed in multiple languages based upon the end user's expressed need.

Part B: The same court users often time contact the District Court Call Center to obtain needed information and the court must employ a telephone language line translator, unless the language is Spanish, to assist in these telephone calls. In addition to calling the court for assistance English speaking users also have the opportunity to contact the court with a Chat Line. King County District Court is also proposing a technology solution for telephone calls and the Chat Line be implemented so the court users with limited English skills can chat with a clerk in their preferred language and District Court Staff can respond without the need to employ the language line. The service or solution software would translate the conversation in the appropriate language.

Current State	Primary tools, methods, and channels for interactions		
Language:	Print materials and .pdfs of vital docs	Websites, email, social media content	In-person, interpretation services
Spanish	See Answers Above	See Answers Above	See Answers Above
Language 2: Somali	See Answers Above	See Answers Above	See Answers Above
Language 3: Russian	See Answers Above	See Answers Above	See Answers Above
Language 4: Vietnamese	See Answers Above	See Answers Above	See Answers Above
Language 5:			
Language 6:			

KCDC Translated Forms

Korean
Extreme Risk Protection Order
Firearm Identification Worksheet
Information on Extreme Risk Protection Orders - Brochure
Instructions for Extreme Risk Protection Order
Instructions for Petition for an Extreme Risk Protection Order
Instructions for Temporary Extreme Risk Protection Order - Without Notice
Order for Protection
Petition for an Extreme Risk Protection Order
Petition for Order for Protection
Petition for Sexual Assault Protection Order
Sexual Assault Protection Order
Temporary Extreme Risk Protection Order - Without Notice
Temporary Order for Protection and Notice of Hearing
Temporary Sexual Assault Protection Order and Notice of Hearing

Russian
Extreme Risk Protection Order
Financial Statement Sheet
Firearm Identification Worksheet
Free Legal Clinics
Information on Extreme Risk Protection Orders - Brochure
Instructions for Extreme Risk Protection Order
Instructions for Petition for an Extreme Risk Protection Order
Instructions for Temporary Extreme Risk Protection Order – Without Notice
Law Enforcement Information
Motion to Waive Fees
Notice of Hearing
Order for Protection
Order for Protection Harassment
Order for Protection Stalking
Order to Surrender Weapons
Order Transferring Case and Setting
Order Waiver of Filing Fees
Petition for an Extreme Risk Protection Order
Petition for Harassment

Russian (Continued)
Petition for Order for Protection
Petition for Sexual Assault Protection Order
Reissuance of Order
Return of Service
Sexual Assault Protection Order
Temporary Extreme Risk Protection Order – Without Notice
Temporary Harassment Order
Temporary Order for Protection and Notice of Hearing
Temporary Sexual Assault Protection Order and Notice of Hearing
Temporary Stalking Order

Somali
Instructions for Petition for Sexual Assault Protection Order - March 2018
Instructions for Sexual Assault Protection Order - Aug 2017
Instructions for Temporary Sexual Assault Protection Order and Notice of Hearing - Aug 2017
Order for Protection - Domestic Violence - Revised Aug 2017
Petition for Order for Protection - June 2014
Petition for Sexual Assault Protection Order - March 2018
Sexual Assault Protection Order - July 2017
Temporary Protection Order and Notice of Hearing - Harassment - Aug 2017
Temporary Sexual Assault Protection Order and Notice of Hearing - Aug 2017

Vietnamese
Extreme Risk Protection Order
Financial Statement Sheet
Firearm Identification Worksheet
Free Legal Clinics
Information on Extreme Risk Protection Orders - Brochure
Instructions for Extreme Risk Protection Order
Instructions for Petition for an Extreme Risk Protection Order
Instructions for Temporary Extreme Risk Protection Order – Without Notice
Law Enforcement Information
Motion to Waive Fees
Notice of Hearing
Order for Protection

Vietnamese (Continued)
Order for Protection Harassment
Order for Protection Stalking
Order to Surrender Weapons
Order Transferring Case and Setting
Order Waiver of Filing Fees
Petition for an Extreme Risk Protection Order
Petition for Harassment
Petition for Order for Protection
Petition for Sexual Assault Protection Order
Reissuance of Order
Return of Service
Sexual Assault Protection Order
Temporary Extreme Risk Protection Order – Without Notice
Temporary Harassment Order
Temporary Order for Protection and Notice of Hearing
Temporary Sexual Assault Protection Order and Notice of Hearing
Temporary Stalking Order

Spanish
Extreme Risk Protection Order
Financial Statement (Attachment)
Financial Statement Sheet
Firearm Identification Worksheet
Free Legal Clinics
Information on Extreme Risk Protection Orders - Brochure
Instructions for Extreme Risk Protection Order
Instructions for Petition for an Extreme Risk Protection Order
Instructions for Temporary Extreme Risk Protection Order – Without Notice
Law Enforcement Information
Motion and Declaration for Waiver of Civil Fees and Surcharges (MTAF)
Motion to Waive Fees
Notice of Hearing
Notice of Nonpayment - Small Claim
Notice of Small Claims
Notice of Small Claims Trial Date
Notice of Traffic Infraction
Order for Protection
Order for Protection Harassment

Spanish (Continued)
Order for Protection Stalking
Order on Small Claim Motion
Order Re Waiver of Civil Fees and Surcharges
Order Setting Restitution
Order to Surrender Weapons
Order Transferring Case and Setting
Order Waiver of Filing Fees
Passport Oath
Personal Recognizance Form
Petition for an Extreme Risk Protection Order
Petition for Harassment
Petition for Order for Protection
Petition for Sexual Assault Protection Order
Reissuance of Order
Relief from Judgement or Order
Restitution Payment Agreement
Return of Service
Satisfaction of Judgement
Sexual Assault Protection Order
Small Claim - Notice of Nonpayment
Small Claim Dispute Resolution Information
Small Claim Instructions for Defendants
Small Claim Instructions for Plaintiffs
State of Defendants Rights of Arraignment
Temporary Extreme Risk Protection Order – Without Notice
Temporary Harassment Order
Temporary Order for Protection and Notice of Hearing
Temporary Sexual Assault Protection Order and Notice of Hearing
Temporary Stalking Order
Vienna Convention and Bilateral Treaty Notification, Acknowledgement and Waiver or Request

King County District Court Forms-not translated
Additional Conditions of Release
Affidavit Regarding Court of Limited Jurisdiction [for Appeal]
Appeal - Case Assignment Designation Sheet [KCSC Appeal]
Appeal Instructions - Civil, Criminal, and Infraction
Appeal Instructions - Small Claims
Case Information Cover Sheet
Case Information Cover Sheet [KCSC Appeal for Small Claims KNT]
Case Information Cover Sheet [KCSC Appeal for Small Claims SEA]
CCAP Map
CCAP Program Rules
CCAP Sanctioning Grid
CD Request for Appeals
CD Request Form
Certificate of Defendant's Criminal History
Certificate of Exemplification
Certification as Civil Judgment
Certification of DOL Record Regarding Fines, Penalties and Forfeitures [Impound]
Child Custody Information Sheet [DV Protection Order]
Civil Judgment
Clerk PR and Notice of Hearing
Clerk's Certification Regarding Returned or Destroyed Exhibits
Commitment to Jail, Work Release, EHD, CCAP or CWP
Commitment Upon Sentence
Community Service Information
Conditions of Conduct for CCAP
Conditions of Conduct for EHD
Conditions of Conduct for EHD Basic
Conditions of Conduct for Persons Ordered to KC CCAP
Conditions of Conduct for Persons Ordered to KC CCAP Enhanced
Conditions of Conduct for Persons Ordered to KC EHD
Conditions of Conduct for Persons Ordered to KC WER
Conditions of Conduct for Persons Sentenced to EHD - KC Pilot
Conditions of Conduct for Persons Sentenced to WER - KC Pilot
Conditions of Release
Conditions of Release - Probable Cause
Conditions of Release or Commitment
Conditions of Release Pending Pre-Trial, Trial or Sentencing
Conditions of Release
Confidential Information Form [All Protection Order Types]
Confidential Information Form Addendum [All Protection Order Types]

Counterclaim
Court Appearance Order aka Jail Transport Order [for inmates held at KCCF or RJC only]
Criminal - Infraction Return Form
Criminal Infraction Return
CrRLJ4.2g DUI Attachment
Decision on Application of KCDC e-Filing Waiver - Denied
Decision on Application of KCDC e-Filing Waiver - Granted
Declaration of Non-Driving
Declaration of Non-Surrender
Declaration of Service
Defendant's Declaration Re Driving and Ignition Interlock Requirement
Deferred Finding and Conditions
Denial - Dismissal Order [All Protection Order Types]
Designation of Record
Directive for Return or Destruction of Exhibits
Dishonored Check Letter
Document Revision Form
DOL Bond Forfeiture Notification Letter
Domestic Violence No-Contact Order
DUI Sentencing Grid - June 2018
DUI Sentencing Grid (KCDC July 2016)
DUI Sentencing Grid (KCDC July 2017)
DV Court Case Schedule and Release Conditions
EHD Eligibility Screening for Sentenced Participants KC
EHD Reporting Instructions KC
EHD, EHM Provider Information
Exhibit Log
Exparte Temporary Order for Renewal of Order for Protection and Notice of Hearing - Domestic Violence
Exparte Temporary Order for Renewal of Protection Order and Notice of Hearing - Harassment
Extreme Risk Protection Order Brochure
Fact Sheet to Accompany Order of Probation
Findings and Order for Contested or Mitigation Hearing
Findings and Order Regarding Impound
Findings of Fact and Judgment on Repetitive False Alarms
Findings of Fact, Conclusions of Law and Order Granting Deferred Prosecution
Firearm Identification Worksheet
Frequently Asked Questions About Mediation
GR 30 Response Letter
ICAOS Notice

Impound Notice of Hearing
Inquiry from Jury and Court's Response
Instruction for Petition for Order of Protection
Instructions for a Temporary Extreme Risk Protection Order - Without Notice
Instructions for Firearm Surrender CIVIL
Instructions for Firearm Surrender CRIMINAL
Instructions for Petition for Extreme Risk Protection Order
Instructions for Petition for Order of Protection
Instructions for Petition for Sexual Assault Protection Order
Instructions for Vacating Misdemeanor Convictions
Interpreter Invoice
Interpreter's Declaration
Judgment - Harassment
Judgment - SAPO
Juror Information Form
King County DAJD Information Re Alcohol and GPS Monitoring
Law Enforcement Information Sheet - ERPO
Law Enforcement Information Sheet [All Protection Order Types]
Letter Responding to Request for Scale Certification
Letter Responding to Request for SMD Certification
Motion and Declaration for Order to Release Weapons
Motion and Declaration for Order Vacating Conviction
Motion and Declaration for Renewal of Sexual Assault Protection Order
Motion and Declaration for Waiver of Civil Fees and Surcharges
Motion and Order for Change of Judge
Motion for Limited Admission Pursuant to APR 8(b) and Order
Motion for Surrender of Weapons
Motion to Modify or Terminate Order for Protection - Domestic Violence
Motion to Modify or Terminate Order for Protection - Harassment
Motion to Modify or Terminate Sexual Assault Protection Order
Motion to Transfer Case to Superior Court [Harassment]
Name Change Procedures
Notice of Appeal
Notice of Bond Exoneration
Notice of Filing Transcript [for Appeal]
Notice of Hearing - Petition for Release of Animals
Notice of Hearing [All Protection Order Types]
Notice of Hearing [DV No-Contact Order]
Notice of Hearing [DV]
Notice of Hearing to Quash Bench Warrant
Notice of Ineligibility to Possess Firearms
Notice of Infraction

Notice of Motion for Order Vacating Conviction
Notice of Nonpayment - Small Claim - Request for Civil Certification - Request for Certified Transcript
Notice of Rejected Infraction
Notice of Small Claim
Notice of Small Claim Trial Date
Notice to Clerk of Superior Court [for Appeal]
Notice to Department of Licensing Regarding Revocation of Defendant's Concealed Pistol License
Order Appointing Counsel - Order of Recoupment
Order Appointing Counsel
Order Appointing Guardian Ad Litem
Order Changing Name [Individual]
Order Changing Name [Minor]
Order Changing Name [Petitioner(s) and Family]
Order Denying Hearing [on Protected Person's Motion to Modify or Terminate NCO]
Order Denying Name Change
Order Denying Waiver of Filing Fees
Order for Alcohol Monitoring (Private Provider)
Order for Biological Testing
Order for EHM
Order for Global Positioning Monitoring (Private Provider)
Order for Protection - Domestic Violence
Order for Protection - Harassment - Respondent under Age 18
Order for Protection - Harassment
Order for Protection - Stalking - Respondent under Age 18
Order for Protection - Stalking
Order for Screening and Appointment of Counsel
Order for Service of Summons by Publication
Order Granting Waiver of Filing Fees
Order Modifying or Terminating Order for Protection - Harassment
Order Modifying or Terminating Sexual Assault Protection Order
Order of Default, Declaration of Forfeiture, and Judgment
Order of Judgment and Sentence [Criminal]
Order of Judgment and Sentence [DUI]
Order of Judgment and Sentence [DV]
Order of Judgment and Sentence [Traffic]
Order of Recoupment [City of Burien]
Order of Recoupment
Order on Civil Motion
Order on Motion of Relief from Judgment or Order

Order on Motion for Relief Regarding Bond
Order on Motion Re Vacating Conviction
Order on Motion
Order on Pre-Trial Conference [Civil]
Order on Pre-Trial Conference [MRJC Version - Page 1]
Order on Pre-Trial Conference [MRJC Version - Page 2]
Order on Pre-Trial Conference
Order on Renewal of Order of Protection - Domestic Violence
Order on Renewal for Protection - Harassment
Order on Respondent's Petition to Reopen Temporary Sexual Assault Protection Order
Order on Review-Revocation
Order on Small Claim Motion
Order Prohibiting Operation of Vehicle Not Equipped With Functioning Ignition Interlock
Order Quashing Warrant and Notice of Hearing Date
Order Re Motion to Modify or Rescind Domestic Violence No-Contact Order
Order Re Waiver of Filing Fees and Surcharges - Harassment
Order Realigning Parties and Notice of Hearing [for DVPO]
Order Rescinding Ignition Interlock Device
Order Rescinding IID
Order Resetting Bail
Order Setting Hearing on Renewal and Extending Order Until Hearing
Order to Modify or Terminate Order for Protection - Domestic Violence
Order to Proceed Without Payment of Fees - Harassment
Order to Release Weapons
Order to Screen for Appointment of Counsel
Order to Surrender Weapon Issued Without Notice
Order to Surrender Weapons
Order Transferring Case and Setting Hearing - Extreme Risk
Order Transferring Case to Superior Court and Set Hearing (Harassment)
Order Transferring Domestic Violence Case [to Superior Court] and Setting Hearing
Order Transferring DV Case to KCDC DV Court and Setting Hearing
Order Transferring Sexual Assault Protection Order Case [to Superior Court] and Setting Hearing
Personal Recognizance Form
Petition for an Extreme Risk Protection Order
Petition for Change of Name of Minor
Petition for Deferred Prosecution
Petition for Name Change
Petition for Order for Protection - Harassment or Stalking

Petition for Order for Protection
Petition for Order for Protection - Harassment or Stalking - Respondent Under Age 18
Petition for Renewal of Order for Protection
Petition for Renewal of Order for Protection and Notice of Hearing - Domestic Violence
Petition for Renewal of Order for Protection and Notice of Hearing - Harassment
Petition for Sexual Assault Protection Order - Additional Statement Page
Petition for Sexual Assault Protection Order
Pre-Charge DV NCO
Pre-Trial Eligibility Screening for CCAP, EHD and WER KC
Probable Cause Found Order
Proof of Service [Infraction]
Proof of Surrender
Protected Person's Motion to Modify or Rescind Domestic Violence No-Contact Order
Recall of No-Contact Order
Receipt of Surrender Firearms
Reissuance of Temporary Order for Protection and Notice of Hearing - Harassment
Reissuance of Temporary Order for Protection and Notice of Hearing for DV Orders
Reissuance of Temporary Sexual Assault Protection Order and Notice of Hearing
Removal Order
Request for Court Records
Request for eFiling Waiver for Attorneys
Request for Pre-Sentence Report
Request for Relief from Judgment or Order
Rescission of Order to Surrender Weapons
Respondent's Petition to Reopen Temporary Sexual Assault Protection Order
Response to Notice of Infraction
Restitution Letter - Payment Returned to Defendant
Restitution Letter to Recipient with Payment
Return of Service - Extreme Risk
Return of Service [Protection Orders - All Types]
Satisfaction of Judgment
Sexual Assault Protection Order - Appendix A School Transfer
Sexual Assault Protection Order
Small Claim Motion
Small Claims Dispute Resolution Information

Small Claims Judgment
Standing Order of Requirements Regarding Ignition Interlock Device
Statement of Defendant on Plea of Guilty
Statement of Defendant on Submittal or Stipulation of Facts
Statement of Defendant's Rights - Arraignment
Stipulated Order of Continuance
Subpoena [Criminal]
Subpoena Duces Ticum
Subpoena Request Form
Summons for Notice of Infraction
Superior Court eFiling Cover Sheet [for Appeal]
Supplement to Petition for Deferred Prosecution
Supplemental Witness Form
Temporary Extreme Risk Protection Order - Without Notice
Temporary Order for Protection and Notice of Hearing - Domestic Violence
Temporary Protection Order and Notice of Hearing - Harassment
Temporary Protection Order and Notice of Hearing - Harassment - Respondent Under Age 18
Temporary Protection Order and Notice of Hearing - Stalking
Temporary Protection Order and Notice of Hearing - Stalking - Respondent Under Age 18
Temporary Protection Order Nt of Hearing - Harassment
Temporary Sexual Assault Protection Order and Notice of Hearing
Transmittal of Record of Proceedings
Waiver of Jury Trial
Waiver of Right to Attorney
Waiver of Speedy Hearing (14 120 Day Rule)
Waiver of Time for Trial
Waiver of Time for Trial and Setting
Warrant Recall Form
WER and EHD Employment Guidelines KC
WER Employment Eligibility Criteria Verification Process KC
WER Employment Verification and Release of Information Form KC
WER Reporting Instructions KC
Witness Cost Bill - City of Burien
Work Crew Information Sheet KC
Worksheet for Harassment and Stalking Petition

Section 2: Analysis/prioritization of future needs

1. Have you identified Key gaps existing language access policies, service levels, tracking methods?

This is an ongoing daily requirement of the court's work.

2. Have you identified amount / type of vital documents and public communication material translation materials that need to be completed and do you have a backlog of these? Please create an inventory of these needs for 2019

The budget proposal for 2019-2020 to continue this work was not approved by the Executive's budget team.

3. What communities have you not been able to serve effectively because of insufficient translation and interpretation resources?

Communities in our area that have originated from smaller countries are difficult to provide services to due the resources in our county. These include those from the Micronesian Islands such as Chuukese, Kosraean and Marshallese; languages which have variable dialects as in Esan (Igueben Dialect), or Pashto; and languages that have a small pool of certified/registered interpreters as in Arabic and Korean.

4. Do you have a plan and existing funds to work towards some of your translation and interpretation goals for the remainder of 2018? Yes No Please describe these:

There is approximately \$11,000 remaining in a grant from ESJ that will be used to translate various KCDC forms into commonly used languages.

Section 3: Work plan

1. Given each department's limited resources, please develop a two year sequencing of resource deployment (by languages and methods/channels) to advance business/agency goals and objectives.

Again, budget request for 2019-2020 from the Executive budget team were not approved so the District Court will continue with ad hoc work and use of AOC resources.

Intended state by 2020	2020 improvement targets		
Language:	Print materials and .pdfs of vital docs	Websites, email, social media content	In-person, interpretation services
Spanish	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:
Language 2	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:
Language 3	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation • List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:
Language 4	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:
Language 5	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:
Language 6	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:
	Highest priority	Mid-level priority	Lower priority

2019 plan to work towards 2020 goals:

2019 plan	2019 plan		
Language:	Print materials and .pdfs of vital docs	Websites, email, social media content	In-person, interpretation services
Spanish	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:
Language 2	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:
Language 3	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:
Language 4	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:
Language 5	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:
Language 6	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:	<ul style="list-style-type: none"> • Priority designation List of needs:
	Highest priority	Mid-level priority	Lower priority

Section Four: Ensuring Quality & Continuous Improvement

The purpose of this section is to measure and ensure high quality language access services.

It is encouraged that all translations go through a third-party quality assurance review. If you have your translation completed by a translation vendor, this is an additional layer of review since vendors already provide a reviewer for all translations. There are three ways you can choose to have this third-party quality assurance review completed.

1. Translation Vendor. You may choose another vendor from your department's approved list of translation vendors to complete the quality assurance review.
2. Certified Translator. You may have your material(s) reviewed by internal staff who are certified in the target language.
3. Target Audience. Another option is to have your material reviewed by someone from your target audience. If you have relationships established with local community-based organizations that serve your target population, you can ask them to review your translated materials for cultural relevancy and quality assurance.

<i>Service</i>	<i>Do you have a system to measure quality of services? Please answer Yes or No for each service listed.</i>	
<i>Translation</i>	<input checked="" type="checkbox"/> Yes. We hire AOC certified interpreters who are also translators to draft the documents. These documents are then reviewed by the American Translator Association for accuracy.	<input checked="" type="checkbox"/> No <i>Do you need technical assistance? We need funds</i>
<i>Interpretation</i>	<input checked="" type="checkbox"/> Yes <i>Please describe how you measure quality:</i> 36T36T	<input checked="" type="checkbox"/> No <i>Do you need technical assistance?</i>
<i>In-Language Outreach</i>	<input type="checkbox"/> Yes <i>Please describe how you measure quality:</i> 36T36T	<input checked="" type="checkbox"/> No <i>Do you need technical assistance?</i> 36T36T

2. Please describe how priority populations / populations of concern will be consulted on the effectiveness of language access effort: the King County District Court does not actively seek input from the various LES population. For many years concerns are received by the court from various sources including – the participants, judges, court clerks, attorneys, advocates, other interpreters – all such complaints are referred to the AOC interpreter Commission and/or the Executive Committee of the court. As needed interpreters are removed from the approved lists and new assignments are made for the individual.

3. Measures of success that will inform the degree that language access innovations are helping advance toward agency and program objectives:

<i>Complaints</i>	<i>Do you have a system to handle language-access related complaints? Please answer Yes or No for each type of complaint.</i>		
We provide information to LES individuals advising them of the right to file a complaint if they did not get the information or service they sought due to language barriers.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other <i>Please describe.</i> 36T36T
We display information on how to file a complaint.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Other <i>Please describe.</i> 36T36T

Please describe how your division handles complaints regarding the provision of language access services.
See the Answer #2 above regarding the handing of complaints.
36T36T

Section Five: Total Department Budget for Language Access
Please fill out the following using the total from each division's plan. Refer to "Part Five: Implementation" for each Division

<i>Language Access Services</i>	<i>Total Budget Allocated</i>
Translation	0
Interpretation	\$1,717,214
In-Language Outreach	0
Ethnic Media Ad-Buys	0

Thank you for your attention to making the King County a model county in language access.

<i>Chief Presiding Judge Donna Tucker</i>	<i>9/11/2018</i>
<i>Division Director</i>	<i>Date</i>

<i>Division Staff</i>	<i>Title</i>	<i>Date</i>
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<i>Division Staff</i>	<i>Title</i>	<i>Date</i>
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<i>Immigrant and Refugee Policy & Strategy Analyst</i>	<i>Date</i>
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