

Judicial Council Form Guide: LA-350

Form Group: Language Access (LA)

Form Number: [LA-350](#)

Form Name: *Notice of Available Language Assistance—Service Provider*

Optional or Mandatory: Optional

Effective Date: September 1, 2019

Legal Citation: [California Rules of Court, rule 1.300](#)

Who will fill out this form? Providers of court-ordered services that offer language assistance in conjunction with their services

Who will receive and process this form? Court clerk's office, Language Access Representative, and/or ADA or Disability Coordinator

Purpose

The purpose of this form is to assist courts with the collection of information about service providers in the community that offer language assistance to facilitate access to court-ordered services, such as counseling, substance abuse treatment and parenting classes.

Legal Basis

Under California Rules of Court, rule 1.300, courts are encouraged to keep a list of language-accessible services available in their geographic region and to provide this information on a neutral and non-endorsing basis to bench officers and litigants, as appropriate.

Instructions for Service Providers

If your local court keeps a list of providers that offer language assistance, the court may ask you to fill out this form and return it to the court by January 31 of each year.

Item 1: Provide the calendar year in which you are offering the services

Item 2: Provide the name of your organization/service provider and contact information

Item 3: Identify the services your organization provides, the languages available, including American Sign Language or other sign languages, and the type of language assistance provided. Indicate the service area covered by your organization, which may be one or more counties or regions.

Date, print your name, and sign the form before submitting it to the court.

Instructions for Courts

If the local court decides to develop and maintain a list of service providers that offer language assistance using the LA-350, the following steps are recommended:

- 1) Identify a staff member who will receive and process the form
- 2) Place an announcement, the instructions for service providers above, instructions for submitting the form to the court, and a link to the form on the local court's website (see model web content)
- 3) Develop a plan to communicate information about language accessible services to bench officers

Looking for More Information and Resources?

Contact:

LAP@jud.ca.gov

California Court Forms:

<https://www.courts.ca.gov/forms.htm>

Language Access Toolkit:

<https://www.courts.ca.gov/lap-toolkit-courts.htm>

Directory of Language Access Representatives:

<https://jrn.courts.ca.gov/programs/lap/documents/LAP-LAR-Directory.pdf>