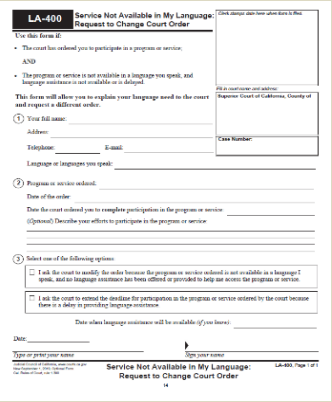
Judicial Council Form Guide: LA-400



LA-400 Service Not Available in My Language: Request to Change Court Order

Use this form if:

- The court has ordered you to participate in a program or service;

AND

- The program or service is not available in a language you speak, and language assistance is not available or is delayed.

This form will allow you to explain your language need to the court and request a different order.

1. Your full name:
   Address:
   Telephone: E-mail:
   Language or languages you speak:
2. Program or service ordered:
   Date of the order:
   Date the court ordered you to complete participation in the program or service:
   (Optional) Describe your efforts to participate in the program or service:
3. Select one of the following options:
   - ☐ I ask the court to modify the order because the program or service ordered is not available in a language I speak, and no language assistance has been offered or provided to help me access the program or service.
   - ☐ I ask the court to extend the deadline for participation in the program or service entered by the court because there is a delay in providing language assistance.

     Date when language assistance will be available (if you know):

Date:

Type or print your name — Sign your name

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Form Group: Language Access (LA)
Form Number: LA-400
Form Name: *Service Not Available in My Language: Request to Change Court Order*
Optional or Mandatory: Optional
Effective Date: September 1, 2019
Legal Citation: California Rules of Court, rule 1.300
Who will fill out this form? LEP court litigants
Who will receive and process this form? Court clerk's office

Purpose

The purpose of this form is to allow a limited English proficient (LEP) litigant to notify the court that they have not been able to access a court-ordered program or service because of a language barrier. The LEP litigant may request a modification to the order or an extension of time to allow the litigant to access the program or service.

Legal Basis

Under California Rules of Court, rule 1.300:

→ As soon as feasible, courts must adopt procedures to enable limited English proficient (LEP) court litigants to access services provided directly by the court to the same extent as litigants who are English proficient.

→ To the extent feasible, a court should avoid ordering an LEP litigant to a private program that is not language accessible.

Instructions for LEP Court Litigants

If the court has ordered you to participate in a program or service and you are unable to participate because of a language barrier, you can use this form to notify the court and ask for a different order.

Item 1: Provide your name, contact information, and languages you speak
Item 2: Provide information about the court's order
Item 3: Select one checkbox to either 1) ask the court to change your order; or 2) ask the court for more time to access the program or service. If you are asking for more time and know when language assistance will be available, provide that date to the court.

Date, print your name, and sign the form before filing it with the court.

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

Instructions for Courts

If an LEP litigant submits this form to request a modified order or an extension of time, it is important to have a process for allowing the bench officer to review the application, set a hearing if more information is required, and respond to the request using the LA-450. Courts may want to consider linking to Judicial Council web content that provides the above instructions on the use of the LA-400 in English and Spanish, and any additional translations of the forms that are made available by the Judicial Council.