

Translation Action Plan

This Translation Action Plan is intended to complement the Judicial Council's Translation Protocol and provide recommendations as to the prioritization of materials to be translated by the Judicial Council in Phases 1 and 2 of LAP implementation. This action plan utilizes the policies and guidance established in the Translation Protocol with regard to the identification of documents for translation, as well as recommendation plans for the translation process and the dissemination of final materials.¹

1. Identification and prioritization of materials to be translated

As delineated in the Translation Protocol, the Judicial Council should make a case-by-case determination as to the written information it provides for the public (via court forms, informational and educational materials, website, etc.) to assess if the materials provided constitute "vital documents" for purposes of translation. The Protocol discusses a number of factors to be considered when making that determination.² Additionally, NCSC has developed an interactive translation analysis tool³ that will assist the Judicial Council and individual courts with decisions regarding translations. The online tool has functionality to estimate language needs and document filings by case type; rank documents based on a number of factors to help assess their viability and prioritization for translation; and estimate costs for translation of actual documents based on language, number of words, and formatting or other desired features.

The materials that may be selected for translation vary widely, from Judicial Council forms to informational pamphlets and brochures, from video scripts to web-based information. Any analysis for purposes of translation should take into account the statewide applicability, usability (including focus groups and user testing), and accessibility of the information provided, to determine whether translation of the document itself is the most effective and efficient way of providing access for LEP court users to the information contained therein. Monitoring efforts should also include periodic reviews of the actual usage of translated documents by LEP court users, in order to ensure that the Judicial Council's translation efforts are effective in improving language access throughout the state. This analysis will help inform future translation initiatives

¹ The materials recommended for translation in this action plan do not include those already slated for development and translation under the Judicial Council's contract with the NCSC, such as the notice of availability of language services and the complaint form and procedure.

² See Translation Protocol, pp. 2-3.

³ The Document Translation and Language Access Population Tool is available to court staff via the Judicial Resources Network at <http://jrn.courts.ca.gov/programs/lap/resource.htm>.

by the Council, as well as strategies for dissemination and community education regarding the availability of translations.

A careful determination of the actual usefulness of translated forms should be conducted. Consideration should be given to the overall complexity of the form, even in the original English, and/or whether legal concepts included may have equivalents in other languages. If possible, the analysis should also consider literacy levels in the non-English language of the LEP court users who would be using the form. While having a particular form translated in 10 languages may appear to provide equal access to speakers of those languages, if the forms are particularly inaccessible in those languages or to particular LEP court users, the translation of forms may not help to ensure or address actual access. Therefore, where forms are proposed for translation in this action plan, plain language forms are addressed as a priority. For those critical forms that are not (yet) in plain language, alternative strategies for providing language access to the form are suggested.

For example, the following approaches can be used, either alone or combined, in order to ensure LEP court users' ability to access the content on a form that is otherwise determined to be impractical to translate due to its complexity, cost, or lack of usability:

- Bilingual formatting for documents and forms, where key information is provided side-by-side in 2 or more languages. This approach can be particularly efficient for limiting translation to important warnings and notices appearing on forms.⁴
- Translating instructions (whether separate from the forms, or on the forms themselves as shown in [Appendix A](#)). Providing multilingual instructions on an English form may be more effective from both a language access and cost-effectiveness standpoint.
- Creating plain language multilingual (including English) summaries of the most critical portions of court forms, so users can understand the form's content in plain language. Any efforts to provide summary or explanatory language directly on, or explicitly related to, a court form should clearly specify that where the language used in the summary or explanation is different from the form, the language and terms on the form are controlling; summaries and explanations are provided as an aid but are not intended to replace or alter the meaning of the form itself.

⁴ As discussed in the Translation Protocol, the use of bilingual or multilingual formatting may also be an effective translation strategy generally, for any form or document lending itself to the format. For example, translations of plain language forms and court orders may be determined to be more accessible by LEP users when a bilingual format is utilized and users can see the content of the form in the original English and their primary language side-by-side. In the summons forms for which it is currently applied, the bilingual format is applied to (non-plain language) forms that provide important warnings to court users about their case.

- Use of multilingual “Babel notices,” or tag lines, which consist of a brief important message or short description of a document translated on the same page into several languages. A page with Babel notices to alert court users to the significance of the document can be attached to the English document (for example, a summons form or a court order), alerting users in their primary language of the content or importance of the document and where to seek help or additional information.⁵
- Creation of [Quick Response \(QR\) codes](#). QR codes can be placed on forms, Babel notices, and other materials to allow users to be directed to a webpage or online document with translated information. Informational documents, even forms, can be formatted to allow for inclusion by local courts of QR Codes or other localized information for securing language access services and other key instructions.
- Development of document completion and document assembly programs, discussed in more detail below.⁶ These programs allow users to complete court forms by answering questions (which can be provided in their primary language) without having to directly interact with the forms themselves.

As materials are prioritized, a determination will also have to be made as to the languages that will be targeted for translation. Some of the more vital documents identified may have already been translated into Spanish and, in fewer cases, into other languages. In those situations and as long as translation resources are limited, the determination to target additional languages for translation will have to include an assessment of the accessibility (from a user-friendly perspective) of the document, the frequency of document use, and the criticality of the document, to determine whether it should be prioritized for translation into additional languages over initial translation efforts for other materials that currently exist in English only (or over creating new simplified materials that may be more accessible to all users generally).⁷

Recommendations for Prioritization of Translation in Phases 1 and 2

Based on the factors listed in the Translation Protocol and the analysis tool, it is recommended that among the documents to be translated, the Judicial Council prioritize materials within a number of distinct categories. While the overall categories are enumerated based on the

⁵ See a sample Babel notice at <http://www.dol.gov/oasam/programs/crc/Babel-Notice-Samples-UI.pdf>.

⁶ See [Recommendations for providing multilingual services using technology](#) in this Action Plan.

⁷ For example, several Judicial Council forms have been translated into Chinese, Korean, Spanish and Vietnamese. A careful analysis of language needs and efficient allocation of resources should be performed in order to determine whether the Judicial Council should target additional languages for translation for those same forms in order to meet language thresholds established in the LAP and in the Translation Protocol (which addresses as a priority to translate materials into as many languages as possible, either in full or through the use of more cost-effective strategies), or should instead identify other forms for initial translation efforts.

factors established in the Translation Protocol, in particular the decision to prioritize the most accessible and information-rich documents in the most common and critical case types and processes affecting LEP court users, the intent of this action plan is that decisions on translation efforts remain flexible and responsive to the needs of court users and to allocated translation resources. The more critical materials from each category should be targeted as appropriate, without a need to exhaust one category of documents before addressing the next.

The categories of documents⁸ for translation prioritization during Phases 1 and 2 of the Language Access Plan Implementation are as follows:

1. Judicial Council “INFO” forms⁹ provided for litigants to understand requirements for case filing, particular processes, or other critical information.
 - Information or “INFO” forms provided by the Judicial Council to inform court users and provide instructions for different case types or processes are optimum targets for translation resources. They also allow for flexibility in the inclusion of resources and referrals, as well as links to educational content on court websites.
 - INFO forms are often written in plain language, using accessible formats, defining legal terminology, and addressing the more important aspects of a case type or legal process, such as service of process (e.g., [SC-104b](#)), filing steps for a restraining order (e.g., [CH-100-INFO](#)), overview of the steps in a divorce or legal separation ([FL-107-INFO](#)), or the process for requesting a fee waiver ([FW-001-INFO](#)).
 - See Table 1 in [Appendix B](#) for a sample of suggested INFO forms for translation prioritization under this category.

2. Judicial Council court order and judgment forms for high-volume case types, particularly mandatory order/judgment forms and those in which important rights and responsibilities are determined, as well as forms that are used for cases for which significant numbers of self-represented litigants are involved.¹⁰

⁸ While tables with suggested documents are provided in the appendix items related to each category, the documents should not be seen as an exhaustive list. This documents listed here have been provided to illustrate the types of documents intended by the recommendations and to assist with the process of prioritizing and identifying key materials currently in existence.

⁹ Not all informational forms have been renamed to include “INFO” in the form number, so some of the recommended “INFO” forms for translation may not, at first glance, appear to be informational in nature.

¹⁰ Targeting court order and judgment forms is consistent with LAP Recommendation #40, which reads: “Courts will provide sight translation of court orders and should consider providing written translations of those orders to LEP persons when needed. At a minimum, *courts should provide the translated version of the relevant Judicial Council form to help litigants compare their specific court order to the translated template form.*” (emphasis added)

- a. Within this category, plain language Judicial Council order and judgment forms should be prioritized for translation in the format deemed most appropriate for the document and its content.
 - b. Non-plain language Judicial Council order and judgment forms that meet the factors below should be made linguistically accessible through the use of alternative approaches as discussed above and in the Translation Protocol, such as: bilingual formats for critical segments of order forms; translated instructions on or attached to the form (see [Appendix A](#) as an example); plain language multilingual summaries¹¹ of critical content on the order/judgment forms; and Babel notices with links to translated informational material on court self-help sites and other resources.
- Case types and court order forms to target include:
 - Civil restraining orders (temporary and “permanent”), including domestic violence, civil harassment, elder and dependent adult abuse;
 - Guardianship and conservatorship order forms (temporary and “permanent”);
 - Unlawful detainer judgment, stipulation for judgment, and writ of possession (same form as a writ of execution, so it has cross-case type applicability);
 - Family law, in particular judgment forms for dissolution, parental relationship, and parental obligation, and order forms regarding child custody/parenting time, child support, and spousal support, including wage/earnings assignment instructions and orders;
 - Small claims judgment forms; and
 - Earnings withholding orders and instructions, applicable to civil cases.
 - A number of these court order/judgment forms (particularly in family law, restraining orders, and guardianship/conservatorship matters) have already been translated into Spanish (and into additional languages in the case of domestic violence and civil harassment restraining orders, and many juvenile dependency and delinquency forms).
 - See Table 2 in [Appendix B](#) for a sample of suggested forms for translation prioritization under this category. Plain language forms to prioritize are identified for easy reference.

¹¹ As specified above, summary or explanatory language on or related to a court form should specify that the language and terms on the form are controlling and that summaries provided are not intended to replace or alter the meaning of the form itself.

3. Judicial Council forms containing notices advising litigants of critical rights and responsibilities (in addition to court orders/judgments described above).
 - a. Within this category, plain language Judicial Council forms should be prioritized for translation. Although none of these forms currently exist in a plain language format, several have been simplified to some degree.
 - b. Non-plain language Judicial Council forms that meet the factors below should be made linguistically accessible through the use of alternative approaches as discussed above and in the Translation Protocol, such as: bilingual formats for critical notices and warnings; translated instructions on or attached to the form (see [Appendix A](#) as an example); plain language multilingual summaries¹² of critical content on the order/judgment forms; and Babel notices with links to translated informational material on court self-help sites and other resources.
 - Certain Judicial Council mandatory forms such as summonses, orders to show cause, advisement and waiver of rights forms, notices of rights and responsibilities, etc. may contain critical information that a court user must know in order to protect his or her rights. Where possible, these forms should be translated or at least include, in a bilingual or multilingual format, information in other languages alerting the court user that important rights are at stake.
 - All the Judicial Council summons forms contain, either in full or in part, translated text in Spanish advising the reader of important rights or the need to take action. Translation into additional languages should be prioritized.
 - See Table 3 in [Appendix B](#) for a sample of suggested forms for translation prioritization under this category. Those forms that have been simplified to a degree that makes them good candidates for complete translation are identified for easy reference.

4. Judicial Council informational video and audio recordings.
 - There are a number of videos on the California Online Self-Help Center, including the “[Resolve Your Case](#)” series hosted in the ADR program section of the California Courts’ website, that provide useful information to court users regarding their rights and responsibilities in various case types.
 - Several of the videos have been translated into Spanish (and the “[Resolve Your Case](#)” series has been recorded in additional languages). These videos have wide

¹² See footnote 11.

applicability and usability statewide and are used by local courts to provide information to court users.

- Audio recordings may also be provided in multilingual formats at a relatively low cost. For example, INFO forms translated into Spanish and other languages can be made into audio recordings with native speakers (Judicial Council staff or hired voice talent) reading the forms aloud. Examples of audio recordings in English and Spanish that are currently available on the California Online Self-Help Center can be found at: <http://www.courts.ca.gov/1271.htm#acc15131>.
- In instances for which dubbing of videos in other languages is not feasible, captioning should be available. Although YouTube and other video platforms may provide captioning using automatic machine translation, it is advisable that the actual scripts be translated by qualified translation providers, per the Translation Protocol, so that the captioning provided is guaranteed to be accurate and complete.
- For development and production of new video and audio tools, the Translation Protocol's guidance on the drafting of plain language scripts that take into consideration the format for delivering information (oral vs. written), should be followed for the English script and, accordingly, all translations undertaken.
- See Table 4 in [Appendix B](#) for a sample of suggested videos and audio recordings for translation prioritization under this category.

5. Information on the California Online Self-Help Center.

- Although the California Online Self-Help Center has a parallel Spanish site for all of its web-based information, there are very few existing resources in other languages. Those that exist primarily consist of existing translated forms and outdated guides.
- Web analytics should be analyzed to identify the most-visited pages on the Online Self-Help Center. In addition, a review of the online center will help single out pages providing clear, plain language information regarding particular case processes or general case information, step-by-step instructions, and other useful tools for self-represented litigants. Those pages, or more concise versions of them where appropriate, should be targeted for translation into additional languages.
- See Table 5 in [Appendix B](#) for a sample of suggested web resources for translation prioritization under this category.

6. Judicial Council mandatory case initiation forms for high volume case types, forms required for protection and safety, and forms required to secure language access services or to inform litigants of language access services.¹³
 - a. Within this category, plain language Judicial Council forms should be prioritized for translation.
 - b. Non-plain language Judicial Council forms that meet the factors below should be made linguistically accessible through the use of alternative approaches as discussed above and in the Translation Protocol, such as: bilingual formats for key information; translated instructions on or attached to the form (see [Appendix A](#) as an example); plain language multilingual summaries¹⁴ of critical content on the order/judgment forms; translated document completion programs; and Babel notices with links to translated informational material on court self-help sites and other resources.
- Forms (not addressed above) to consider for translation under this category include:
 - mandatory case initiation and related forms for all protective orders,
 - case initiation and response forms for high volume case types with significant percentages of self-represented litigants (e.g., petitions and responses for divorce, parental relationship, and child custody and support; small claims plaintiff's claims and defendant's claims; unlawful detainer complaints and answers; answer forms for debt collection matters; etc.),
 - forms that must be used by court users for all case types, particularly if they include provisions for obtaining language access services, such as fee waiver forms, and
 - forms that are already in plain language format and address relatively simple processes affecting court users generally, such as name change forms and gender change forms.
- As advised above, given the volume of forms fitting these categories and the likely expense of translation, it is particularly important that alternative strategies for providing language accessibility to these forms be explored, such

¹³ The DOJ guidance and ABA standards address certain court forms as vital documents, such as case initiation forms, forms related to the protection and safety of a litigant or a child, and forms advising litigants of their rights. Many of these are addressed in the recommendations above regarding court order forms, summonses, and notices of rights.

¹⁴ See footnote 11.

as multilingual instructions, bilingual formats, translated INFO forms, document completion programs, and others.

- See Table 6 in [Appendix B](#) for a sample of suggested forms for translation prioritization under this category. Plain language forms to prioritize are identified for easy reference.

As advised above, the suggestions for prioritization provided in this action plan provide a starting point. Each category, as well as the individual documents listed in each category, should be considered holistically with other categories and language resources to comprehensively ensure access to the most important information for court users. Instead of exhausting each category before moving on to the next, a determination of which materials will be targeted for translation should include the most vital and critical documents within each category, in the most requested languages and formats.

In addition to the recommendations in this plan for the translation of existing materials, any efforts to develop new materials (including new or revised court forms) should include a plan for translation. When tools recommended in the LAP are developed (e.g., sample informational or wayfinding signage, generalized notices for court users, new videos, language access information, document completion and assembly programs, etc.), translation of those tools may take precedence over any of the materials identified in this action plan if indicated under the Translation Protocol's guidelines for prioritization of translations.

Recommendations for providing multilingual services using technology

Technological approaches to the provision of multilingual information should be part of any efforts to provide linguistically accessible services to court users. As discussed in the Language Access Plan and the Translation Protocol, alternatives to the written delivery of information are essential for ensuring meaningful language access by LEP court users. To that end, audio recordings and videos of court processes, legal rights, and information of general applicability throughout the state are the target of LAP recommendations and of development under the Translation Protocol. Recommendations for initial prioritization of video and audio tools are provided in this plan.

Document completion and document assembly programs should also be targeted for translation since they can provide an important role in the provision of language access. These programs use an interview format to elicit information from court users in order to complete court forms. They allow users to complete form sets by answering questions only once, assemble forms, and, in some cases, electronically submit those forms to the appropriate court. Because the court user interfaces with the program through a set of questions (and not through

the forms themselves), document completion programs can obviate the need to translate the forms, which can be very costly and ineffective. Instead, the interviews can be translated in a culturally and linguistically competent manner, allowing the user to focus on the relevant information without becoming overwhelmed by large numbers of court forms with often complicated language and format. Where necessary for compliance with interstate treaties or the Hague Convention, forms may need to be translated, but the LEP user is able to complete the English forms for filing as required without having to actually interact with the form itself.

The provisions and recommendations stated in the Translation Protocol should be followed with regard to these tools and the role they play in providing language access. Plain language scripts and interviews, usability, and accessibility all play a critical role in ensuring that technology can in fact be a viable solution, at least in part, to improving language access in the courts.

Posting and dissemination of translated materials for statewide use by local courts

As provided for in the Translation Protocol, once materials are translated and finalized, the Judicial Council will make them available to all local courts, justice partners and the public at large. For usability, ease of access, monitoring and updating of materials, posting in one online publicly available location is preferable. If needed, materials can be cross-referenced from different sites or web pages, but maintained and updated in one location only. In Recommendation #66, the LAP addresses a statewide repository of language access resources to include all the materials and tools identified and/or created in response to the plan.

While there is not (yet) one clear location to host all of the materials that may in fact be developed and translated, the online living toolkit, already in existence in its first iteration, will be a natural repository for posting many of the translated materials and existing resources. As the toolkit evolves, it is possible it may be able to hold all of the information and tools envisioned under the plan. However, in order to ensure that the toolkit remains accessible to court users, court staff, interpreters, and others, toolkit designers should ensure that documents are organized and easy to locate and access as resources continue to be added.

In addition to the toolkit, materials specifically aimed at LEP court users statewide should also be posted and disseminated through the California Online Self-Help Center, which provides a contextual repository for information and instructions (in print and audio/visual formats) for the public at large under relevant sections and legal topics. Materials that may be more appropriate for legal services providers, from self-help centers to legal aid to other court staff, may also be posted on the [Equal Access](#) program page on the California Courts' site, either by cross-referencing the toolkit (particularly if the toolkit is designed as the statewide repository)

or by duplicating content (less desirable given the need to update materials on both locations). The type of information that may be most relevant for sharing on the Equal Access page includes templates or samples of instructions, information, educational material, notices, and other materials that have been developed at the statewide level or by local courts but need tailoring to local needs or resources.

In addition to ensuring access to materials on the various online resources, Judicial Council staff should notify local courts, justice partners, and community-based organizations of the availability of these translations, using listservs, established networks, and media.

Appendix A – Screenshot of Fee Waiver Form with Instructions in Spanish

FW-001 Request to Waive Court Fees

If you are getting public benefits, are a low-income person, or do not have enough income to pay for household's basic needs and your court fees, you may use this form to ask the court to waive all or part of your court fees. The court may order you to answer questions about your court fees. **¡LEA cuidadosamente!** The court may order you to answer questions about your court fees. If you do not pay your court fees, you may still have to pay later if:

- You cannot give the court proof of your eligibility,
- Your financial situation improves during this case, or
- You settle your civil case for **\$10,000** or more. The trial court that waives your fees will have a lien on any such settlement in the amount of the waived fees and costs. The court may also charge you any collection costs.

1 Your Information (person asking the court to waive the fees):
Name: _____
Street or mailing address: _____
City: _____ State: ____ Zip: _____
Phone number: _____

2 Your Job, if you are currently employed:
Name of employer: _____
Employer's address: _____

3 Your Lawyer, if you have one (name, firm or affiliation, address, phone number, and State Bar number):

a. The lawyer has agreed to advance all or a portion of your fees or costs (check one): Yes No
b. (If yes, your lawyer must sign here) Lawyer's signature: _____
If your lawyer is not providing legal-aid type services based on your low income, you may have to go to a hearing to explain why you are asking the court to waive the fees.

4 What court's fees or costs are you asking to be waived?
 Superior Court (See Informational Pamphlet) **Para la pregunta 5, marque 'a', 'b', O 'c':**
 Supreme Court, Court of Appeals, or Court of Appellate Court Fees **Si marca el punto 5a, marque cualquier casilla que se aplique a su situación.**
5 Why are you asking the court to waive your court fees? **Si marca el punto 5b, llene los puntos 7,8 y 9 en el otro lado.**
a. I receive (check all that apply) public benefits: IHSS (In-home Supportive Services) **Si marca el punto 5c, llene todo en el otro lado de este formulario.**
 IHSS (In-home Supportive Services) **Si marca el punto 5c, llene todo en el otro lado de este formulario.**
 My gross monthly household income is less than the amount shown in the table below. **Si marca el punto 5c, llene todo en el otro lado de este formulario.**
6 I do not have enough income to pay for my household's basic needs and the court fees. I ask the court to (check one): waive all court fees waive some of the court fees let me make payments over time (Explain): _____
 I have previously asked the court to waive my court fees. (Check here if you have previously asked the court to waive your court fees.) **Marque el no. 6 si ha pedido una exención de cuotas en los últimos 6 meses. Adjunte esa petición si la tiene, y marque la segunda casilla.**

I declare under penalty of perjury under the laws of the State of California that the information I have provided on this form and all attachments is true and correct.

Date: Escriba la fecha de hoy Escriba su nombre completo en letra de molde. **Firme aquí**

Print your name here _____ Sign here _____

CONFIDENTIAL

SÓLO PARA MUESTRA

No llene este formulario

Escriba la dirección de la corte aquí.

Case Number:
Escriba el número de su caso aquí

Case Name:
Escriba el nombre del caso aquí

Family Size	Family Income	Family Size	Family Income	Family Size	Family Income	If more than 6 people at home, add \$422.92 for each extra person.
1	\$1,215.63	3	\$2,061.46	5	\$2,907.30	
2	\$1,638.55	4	\$2,484.38	6	\$3,330.21	

Judicial Council of California, www.courts.ca.gov
Revised February 20, 2014, Mandatory Form
Government Code, § 68633 Cal. Rules of Court,
rules 3.51, 8.26, and 8.818

Appendix B: Tables for Sample Document Prioritization

The tables provided below suggest sample documents to be prioritized under each of the categories identified in this translation action plan. As stated above, these tables are not exhaustive lists. They contain only some of the more critical and frequently used materials. A careful analysis should be conducted of all materials beyond those offered here. In addition, please note the following:

- A number of forms belong to a set applicable to a particular procedure (e.g. forms required to file and obtain a domestic violence restraining order, fee waiver application and order forms, etc.). The tables below may single out a form that belongs to a form set due to its particular priority (such as a court order form, for example), but an analysis for purposes of translation may conclude that translating the entire form set is more effective (there may be cost savings in the translation of form sets, in part, because of the repetitive language found across forms).
- Certain form sets may be good candidates for document completion and assembly programs instead of translation of all the individual forms.
- Juvenile forms have been left out of these sample lists because many critical forms and instructions have already been translated into several languages. See <http://www.courts.ca.gov/forms.htm?filter=JV>.

Table 1- JC INFO Forms	
Documents for Translation	Existing translations
Information Sheet on Waiver of Superior Court Fees and Costs (Form FW-001-INFO)	Yes: Spanish, Tagalog
Can a Restraining Order To Prevent Elder or Dependent Adult Abuse Help Me? (Form EA-100-INFO)	No
How Can I Respond to a Request for Elder or Dependent Adult Abuse Restraining Orders? (Form EA-120-INFO)	No
Can a Civil Harassment Restraining Order Help Me? (Form CH-100-INFO)	No
How Can I Respond to a Request for Civil Harassment Restraining Orders? (Form CH-120-INFO)	No

Legal Steps for a Divorce or Legal Separation (FL-107-INFO)	Yes: Spanish, Chinese, Korean, Vietnamese
How Do I Turn In, Sell, or Store My Firearm? <i>For all of the protective orders (800-INFO forms) for civil harassment, elder abuse, firearms, and domestic violence</i>	Yes: the domestic violence form has been translated to Spanish, Chinese, Korean and Vietnamese. Translation of the CH, EA and GV form should be very cost-effective given repetitive language.
What Is “Proof of Personal Service”? <i>For all of the protective orders (200-INFO forms) for civil harassment, elder abuse, firearms, and domestic violence</i>	Yes: the DV and civil harassment forms have been translated to Spanish, Chinese, Korean and Vietnamese. Translation of the EA & GV form should be cost-effective given repetitive language.
Information Sheet for Request for Order (Form FL-300-INFO)	No
Income Withholding for Support (Instructions) (Form FL-196)	No
Child Custody Information Sheet—Recommending Counseling (Form FL-313-INFO)	Yes: Spanish, Chinese, Korean, Tagalog, Vietnamese
Child Custody Information Sheet—Child Custody Mediation (Form FL-314-INFO)	Yes: Spanish, Chinese, Korean, Vietnamese
Information Sheet – Simplified Way to Change Child, Spousal or Family Support (Form FL-391)	No
How to Adopt a Child in California (Form ADOPT-050-INFO)	No
Information Sheet for Name Change Proceedings Under Address Confidentiality Program (Safe at Home) (Form NC-400-INFO)	No

Summary Dissolution Information (Form FL-810) (<i>Given length of booklet, good candidate for multilingual document completion/assembly program</i>)	Yes: Spanish
Information Sheet for Proof of Personal Service (Form FL-330-INFO)	No
Information Sheet for Proof of Service by Mail (Form FL-335-INFO)	No
What Is “Proof of Service”? (Small Claims) (Form SC-104B) and How to Serve a Business or Public Entity (Small Claims) (Form SC-104C)	No
Employee Instructions (Form WG-003) (Instructions for Earnings Withholding Order, Form WG-002)	No
Instructions to Defendant (Trial by Written Declaration) (Form TR-200)	No
Information on Appeal Procedures for Infractions (Form CR-141-INFO)	No
Instructions – Defendant’s Statement of Assets (Form CR-117)	No
Instructions for Victim Restitution Order (Form CR-112)	No

Table 2- JC Forms for Judgments & Orders (some stipulation and order forms are included in more common case types with SRLs given their frequent use)		
Documents for Translation	Plain Language	Existing translations
Civil Harassment Restraining Order After Hearing (Form CH-130) (many civil harassment forms are translated but the entire form set should be analyzed)	Yes	No
Temporary Restraining Order (CLETS-TCH) (Form CH-110)	Yes	No

Elder or Dependent Adult Abuse Restraining Order After Hearing (CLETS-EAR or EAF) (Form EA-130) (the elder/dependent abuse form set should be analyzed and the main forms likely targeted for translation)	Yes	No
Temporary Restraining Order (CLETS-TEA or TEF) (Form EA-110)	Yes	No
Restraining Order After Hearing (CLETS-OAH) (Form DV-130)	Yes	Yes: Spanish, Chinese, Korean, Vietnamese
Temporary Restraining Order (CLETS-TRO) (Form DV-110)	Yes	Yes: Spanish, Chinese, Korean, Vietnamese
Notice of Entry of Judgment (Small Claims) (Form SC-130)	No (but simple form)	Yes: limited Spanish in bilingual format.
Judgment for Dissolution and Notice of Entry of Judgment (Form FL-825) (may be best to include all forms for Summary Dissolution, or document assembly program for efficiency)	No (but simple form)	No
Findings and Order After Hearing (Form FL-340)	No (but simple form)	No
Judgment—Unlawful Detainer (Form UD-110)	No	No
Stipulation for Entry of Judgment (Unlawful Detainer) (Form UD-115)	No	No
Judgment (Family Law) (Form FL-180)	No	Yes: Spanish
Judgment (Uniform Parentage—Custody and Support) (Form FL-250)	No	Yes: Spanish
Temporary Emergency Court Orders (Form FL-305)	No	No
Child Custody and Visitation (Parenting Time) Order Attachment (Form FL-341)	No	Yes: Spanish

Child Support Information and Order Attachment (Form FL-342)	No	No
Spousal, Partner, or Family Support Order Attachment (Form FL-343)	No	No
Stipulation to Establish or Modify Child Support and Order (Form FL-350)	No	Yes: Spanish
Stipulation and Order for Custody and/or Visitation of Children (Form FL-355)	No	Yes: Spanish
Special Immigrant Juvenile Findings (Form FL-357)/ Request (Form FL-356) should also be included, as well as the guardianship version, GC-220 and GC-224	No	Yes: Spanish
Judgment Regarding Parental Obligations (Governmental) (Form FL-630)	No	No
Order Appointing Guardian of Minor (Form GC-240) and other related forms, such as Letters of Guardianship, for enforcement.	No	No
Order Appointing Probate Conservator (Form GC-340) and other related forms, such as Letters of Conservatorship, for enforcement.	No	No
Writ of Execution (Writ of Possession) (Form EJC-130)	No	No
Earnings Withholding Order (Form WG-002)	No	No
Earnings Withholding Order for Support (Wage Garnishment) (Form WG-004)	No	No
Criminal Protective Order–Domestic Violence (CLETS - CPO) (Form CR-160)	No	Yes: Spanish
Order for Victim Restitution (Form CR-110)	No	No

Table 2 additional notes:

- The civil harassment and elder abuse order forms identified are part of larger form sets which may be prioritized under other categories in this action plan, so translation initiatives may conclude that the complete form set should be targeted for translation.

- The domestic violence temporary and permanent restraining order forms have been translated into Spanish, Chinese, Vietnamese and Korean but were included in this list for prioritization if analysis yields the need to prioritize additional languages.
- There are a series of additional forms related to child custody and parenting time orders, including abduction orders, that may also be considered for translation but are not as widely used.

Table 3- JC Forms with Notices Advising Litigants of Critical Rights and Responsibilities		
Documents for Translation	Plain Language	Existing translations
Summons (Family Law) (Form FL-110)	No (but simple in part)	Yes: Spanish in bilingual format
Summons (Parental Relationship) (Form FL-210)	No (but simple in part)	Yes: Spanish in bilingual format; Chinese in bilingual format.
Advisement and Waiver of Rights re. Establishment of Parental Relationship (Form FL-235)	No (but simple in part)	Yes: Spanish
Notice of Rights and Responsibilities (Health-Care Costs and Reimbursement Procedures) (FL-192)	No (but simple in part)	Yes: Spanish
Duties of Guardian (Form GC-248)	No (but simple in part)	Yes: Spanish
Notice of Conservatee's Rights (Form GC-341)	No (but simple in part)	No
Summons—Unlawful Detainer (Form SUM-130)	No	Yes: Spanish in bilingual format
Summons (Form SUM-100)	No	Yes: Spanish in bilingual format
Summons and Complaint or Supplemental Complaint Regarding Parental Obligations (Form FL-600) (<i>and if chosen, then should translate Answer to Complaint or Supplemental Complaint Regarding Parental Obligations (Governmental)</i>) (Form FL-610)	No	Yes: Limited Spanish in bilingual format

Child Support Case Registry Form (Form FL-191)	No	Yes: Spanish
Order to Show Cause and Affidavit for Contempt (Form FL-410)	No	Yes: Limited Spanish in bilingual format
Plea Form, With Explanations and Waiver of Rights-Felony (Criminal) (Form CR-101)	No	No
Domestic Violence Plea Form With Waiver of Rights (Misdemeanor) (Form CR-102)	No	No

Table 4- JC Videos and Audio Recordings	
Materials for Translation	Existing translations
DV INFO Forms audio recordings, in English at http://www.courts.ca.gov/1271.htm#acc15131	Yes: Spanish
Family Court Services Orientation Video at http://www.courts.ca.gov/1189.htm	Yes: Spanish
Juvenile Dependency Court Orientation Video at http://www.courts.ca.gov/selfhelp-childabuse.htm	Yes: Spanish
Juvenile Delinquency Orientation Video at http://www.courts.ca.gov/selfhelp-delinquency.htm	Yes: Spanish
Families Change Parenting After Separation Online Course at http://parenting.familieschange.ca.gov/	Yes: Spanish
Traffic Amnesty video at http://www.courts.ca.gov/trafficamnesty.htm	No
Resolve Your Case: Small Claims at http://www.courts.ca.gov/20129.htm <i>(additional languages may be identified and provided via captioning)</i>	Yes: Chinese, Korean, Russian, Spanish and Vietnamese
Resolve Your Case: Civil Harassment at http://www.courts.ca.gov/20131.htm <i>(additional languages may be identified and provided via captioning)</i>	Yes: Chinese, Korean, Russian, Spanish and Vietnamese

Resolve Your Case: Debt Collection at http://www.courts.ca.gov/24610.htm <i>(additional languages may be identified and provided via captioning)</i>	Yes: Chinese, Korean, Russian, Spanish and Vietnamese
Resolve Your Case: Eviction at http://www.courts.ca.gov/20130.htm <i>(additional languages may be identified and provided via captioning)</i>	Yes: Chinese, Korean, Russian, Spanish and Vietnamese

Table 5- California Courts Online Self-Help Center Pages	
Materials for Translation	Existing translations
Lawyers and Legal Help at http://www.courts.ca.gov/1001.htm	Yes: Spanish
Family Law Facilitator Quick Reference Guide at http://www.courts.ca.gov/documents/ENFLFQuickRefGuide.pdf	Yes: Spanish
Fee Waiver instructions (or simplified version) at http://www.courts.ca.gov/selfhelp-feewaiver.htm	Yes: Spanish
Excerpts of “Going to Court” at http://www.courts.ca.gov/1094.htm	Yes: Spanish
Additional translations of How to Work with an Interpreter at http://www.courts.ca.gov/documents/Tri-CutUseInterpreter.pdf	Yes: Spanish, Chinese, Vietnamese, Russian, and Tagalog
Small Claims Checklist – Suing someone at http://www.courts.ca.gov/1007.htm	Yes: Spanish
Small Claims Plaintiff’s Post-Trial Checklist at http://www.courts.ca.gov/1111.htm	Yes: Spanish
Small Claims Checklist – Being sued at http://www.courts.ca.gov/1010.htm	Yes: Spanish
Small Claims Defendant’s Post-Trial Checklist at http://www.courts.ca.gov/1116.htm	Yes: Spanish
Demand letter program at http://www.courts.ca.gov/11145.htm	No

Demand letter asking for security deposit at http://www.courts.ca.gov/11150.htm	No
Small Claims –Going to Court at http://www.courts.ca.gov/1013.htm	Yes: Spanish
Simplified (one page) information re. Small Claims Collection, beginning at http://www.courts.ca.gov/1178.htm	Yes: Spanish
Simplified (one-page) information re. Small Claims Paying the Judgment, beginning at http://www.courts.ca.gov/1015.htm	Yes: Spanish
Summarized version of Special Immigrant Juvenile Status at http://www.courts.ca.gov/selfhelp-sijs.htm	Yes: Spanish
Alternatives to Guardianship at http://www.courts.ca.gov/1210.htm	Yes: Spanish
Duties of a Guardian at http://www.courts.ca.gov/1211.htm	Yes: Spanish
Summarized version of Becoming a Guardian at http://www.courts.ca.gov/1212.htm	Yes: Spanish
Simplified versions of requesting custody/parenting time orders at http://www.courts.ca.gov/1185.htm	Yes: Spanish
Simplified versions of requesting child support orders at http://www.courts.ca.gov/1194.htm	Yes: Spanish
Simplified information on Parental Relationship at http://www.courts.ca.gov/selfhelp-parentage.htm	Yes: Spanish
Simplified version of Filing for Divorce or Legal Separation at http://www.courts.ca.gov/1229.htm	Yes: Spanish
Simplified guide for Summary Dissolution instructions at http://www.courts.ca.gov/1241.htm	Yes: Spanish
Making a Safety Plan (abuse cases) at http://www.courts.ca.gov/1263.htm	Yes: Spanish
Eviction process for Tenants at http://www.courts.ca.gov/27798.htm	Yes: Spanish

Summary of Security Deposit Issues at http://www.courts.ca.gov/1049.htm	Yes: Spanish
Summarized version of Name Change and Gender Change at http://www.courts.ca.gov/22489.htm and http://www.courts.ca.gov/genderchange.htm	Yes: Spanish
A to Z index at http://www.courts.ca.gov/29044.htm and Glossary at http://www.courts.ca.gov/selfhelp-glossary.htm	Yes: Spanish

Table 6- JC Forms for Case Initiation, Protective Orders, Plain Language Frequently Used Forms		
Documents for Translation	Plain Language	Existing translations
Request to Waive Court Fees (Form FW-001) (additional relevant fee waiver forms may be targeted)	Yes	Yes: Spanish, Tagalog
Request to Waive Court Fees (Ward or Conservatee) (Form FW-001-GC) (<i>additional relevant fee waiver forms for guardianships/conservatorships may be targeted</i>)	Yes (in part)	Yes: Spanish
Request for Civil Harassment Restraining Orders (Form CH-100)	Yes	No
Response to Request for Civil Harassment Restraining Orders (Form CH-120)	Yes	No
Request for Elder or Dependent Adult Abuse Restraining Orders (Form EA-100)	Yes	No
Response to Request for Elder or Dependent Adult Abuse Restraining Orders (Form EA-120)	Yes	No
Domestic violence case initiation (DV-100), response (DV-120), and several other critical forms	Yes	Yes: Spanish, Chinese, Korean and Vietnamese
Other civil harassment forms	Yes	Yes: Spanish, Chinese, Korean and Vietnamese

Other elder and dependent adult abuse forms	Yes	No
Plaintiff's Claim and Order to Go to Small Claims Court (Form SC-100)	Yes	Yes: limited Spanish in bilingual format
Defendant's Claim and ORDER to Go to Small Claims Court (Small Claims) (Form SC-120)	Yes	Yes: limited Spanish in bilingual format
Petition for Appointment of Guardian of The Person (Form GC-210(P))	Yes	Yes: Spanish
Complaint—Unlawful Detainer (Form UD-100)	No	No
Answer—Unlawful Detainer (Form UD-105)	No	No
Name change and gender change group of forms at http://www.courts.ca.gov/forms.htm?filter=NC	No	No
Petition for Appointment of Guardian of Minor (Form GC-210)	No	No
Petition for Appointment of Probate Conservator (Form GC-310)	No	No
Petition (Marriage/Domestic Partnership) (Form FL-100)	No	Yes: Spanish
Response (Marriage/Domestic Partnership) (Form FL-120)	No	Yes: Spanish
Petition to Establish Parental Relationship (Form FL-200)	No	Yes: Spanish
Response to Petition to Establish Parental Relationship (Form FL-220)	No	Yes: Spanish
Petition for Custody and Support of Minor Children (Form FL-260)	No	Yes: Spanish
Response to Petition for Custody and Support of Minor Children (Form FL-270)	No	Yes: Spanish
Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) (Form FL-105), also Form GC-120.	No	Yes: Spanish

Answer (Contract) (Form PLD-C-010), which may be used to defend debt collection case.	No	No
Claim of Exemption (Enforcement of Judgment) (Form EJC-160) and Claim of Exemption (Wage Garnishment) (Form WG-006)	No	No

Table 6 notes:

- Domestic violence restraining order forms and several civil harassment forms are included in this list although they have already been translated to Spanish, Chinese, Vietnamese and Korean. Translation into additional languages, given their criticality and the fact that they are in plain language, may be considered a priority.
- The translation of petition/response forms for all restraining order forms, including elder abuse and civil harassment, may best be addressed when translating the orders (recommended in Table 1), given the amount of repetitive language, or through document completion/assembly programs so that the forms themselves do not have to be translated.