

Language Access in Court-Ordered Services: Information for Justice Partners and Community Providers

Notifying the court about available language assistance

As a justice partner or private service provider of court-ordered services, your agency has an important role to play in ensuring full access to rehabilitative and correctional services for limited English proficient court users.

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.

[ABC Superior Court] maintains a list of community providers offering language assistance with their services. If you are a service provider that offers language assistance in conjunction with court-ordered services and would like to be included on the court's list of providers, please fill out and submit form [LA-350 Notice of Available Language Assistance - Service Provider](#).

Where to find this form:

[Click to download Form LA-350](#).

How to fill out this form:

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. ***Remember to fill out this form and return it to the court by January 31 of each year.***

How to submit this form:

The form may be submitted to [ABC Superior Court] by fax, email, or USPS, as follows:

Attention: [Name of LAR or assigned staff member]

Courthouse address

Email address

Fax Number

You may also hand in a copy of the form to [Name of LAR] in Room X.