

Agenda and Minutes

Translation Guidelines Work Group LEP Committee Public Service and Trust Commission

March 19, 2010
225 Spring Street, Wethersfield
1st Floor Conference Room
8:30 – 9:30 AM

Present: Jim Maher (Chair), Dan Horwitch, Deborah Tvaronaitis, Gabrielle Winter, Rena Goldwasser, Karen Chorney (Staff)

1. Welcome and approval of March 5, 2010 minutes

Jim Maher welcomed the work group members and the minutes of the March 5, 2010 meeting were unanimously approved.

2. Finish developing criteria for translation guidelines

Jim began the discussion by reviewing the charge of the work group and indicated that he would like to complete the task developing guidelines and criteria for translation requests by mid-April in order to meet the deadline of the LEP Committee. He also stated that the development of the translation database tracking system will be an additional deliverable.

The work group reviewed the proposed criteria agreed upon at the meeting on March 5, 2010 as a starting point. After discussion and consideration of potential challenges, the members agreed to the following recommendations:

GUIDELINES

All documents/materials submitted for translation must be reviewed and approved by Legal Services and must be documents/materials that are used with members of the public involved in legal proceedings.

In addition, the following criteria will be used to prioritize the translation of forms:

1. documents that are the first step in a particular process (i.e., Writ Summons and Complaint)
2. documents that are used most frequently (.ie., Appearance Form)
3. documents that pose significant harm if misunderstood (i.e., Restraining Orders)

PROCESS

- A review panel will be established comprised of representatives from Court Support Services, Superior Court Operations, and External Affairs.

- **The work group recommends that each division identifies a “forms gate-keeper”.**
- **The work group envisions the following procedures:**
 1. **Each division’s “forms gate-keeper” will complete the request form and send it with the document to Legal Services for review and approval.**
 2. **Legal Services will review and approve the document, assign it a JD number if needed, and apply the principles of readability and plain language. The document will then be forwarded to the Translation Request review panel.**
 3. **The review panel will compare the request to the translation guidelines and if satisfied, the document will be placed in the translation queue.**
 4. **The review panel will also compare the request to the translation criteria for prioritization and if satisfied, will determine the placement of the document in the translation queue.**
- **The review panel will have the authority to recommend that a document be translated into additional languages if the panel determines that the document requires it.**
- **The review panel will have the authority to expedite those documents being requested by multiple requestors.**

“Date Requested By” will only be available for court-specific cases.

3. Determine next steps

By the next meeting, scheduled for Monday, April 5, 2010 at 8:30 a.m.:

A rough draft of the new Request for Translation Form will be available for comment.

Clarification of anticipated deliverables will be available.