

CPO Protocol for Spanish-speaking petitioners and/or Spanish-speaking respondents

- 1) Clerk provides a Spanish speaker petitioner all initial the forms in Spanish (i.e., LE Service Information Sheet, Family Law Info Sheet, Visitation Form, Sworn Petition for Protection Order).
 - a. Petitioner completes the same in Spanish.
- 2) Clerk contacts the Language Access Office and requests an interpreter.
- 3) Clerk/ Spanish speaker petitioner provides all Spanish forms to an interpreter. He or she transfers the information from the Spanish to the English forms.
- 4) Both sets of forms (i.e. English and Spanish) are returned to the clerk.
- 5) Clerk files the petition in English, opens a case and sets Ex-parte hearing. Additionally,
 - a. Clerk makes a copy of the Spanish forms and hands the same (i.e. copies) to the petitioner.
 - b. The Spanish original is kept in the file.
- 6) Petitioner receives notice of hearing.
- 7) Request for interpreter is sent to Language Access Office

Procedure to follow the day of hearing (Note: this is done by the interpreter covering the hearing)

Note for Interpreter: information needs to be transferred from the English orders (signed by the court) to the Spanish translated versions. (Spanish forms are not signed or stamped).

Situation I: Court grants the order

- 1) Before hearing, talk to clerk on case and explain what you will do.
 - a. Interpreter needs to have copies of the following Spanish forms with him / her:
 - i. Order Dismissing Case,
 - ii. Protection Order (both long and short)
 - iii. Order Resetting Hearing
- 2) Interpreter will find out what form will the court use.
- 3) Interpreter must transfer any and all information from the English form into the Spanish form.
- 4) The interpreter will make a Xerox copy and provide the same to the petitioner. The Spanish original will be kept in the file.
- 5) Clerk faxes to Sheriff's office the English forms signed by the judge as well as the Spanish version of the same.
 - a. ACSO will serve both forms to respondent.
- 6) Clerk sends request for interpreter to the Language Access Office

Situation II: Court does not grant the order

- 1) Before hearing, talk to clerk on case and explain what you will do.
 - a. Interpreter needs to have copies of the following Spanish forms with him / her:
 - i. Order Dismissing Case,
 - ii. Protection Order (both long and short)
 - iii. Order Resetting Hearing
- 2) Interpreter will find out what form will the court use.
- 3) Interpreter must transfer any and all information from the English form into the Spanish form.
- 4) The interpreter will make a Xerox copy and provide the same to the petitioner. The Spanish original will be kept in the file.
- 5) No paperwork is faxed to ACSO.

Situation III: Court does not grant order, but grants 15-day continuance

- 1) Before hearing, talk to clerk on case and explain what you will do.
 - a. Interpreter needs to have copies of the following Spanish forms with him / her:
 - i. Order Dismissing Case,
 - ii. Protection Order (both long and short)
 - iii. Order Resetting Hearing
- 2) Interpreter will find out what form will the court use.
- 3) Interpreter must transfer any and all information from the English form into the Spanish form.
- 4) The interpreter will make a Xerox copy and provide the same to the petitioner. The Spanish original will be kept in the file.
- 5) Clerk faxes to ACSO the English forms signed by the judge as well as the Spanish version of the same.
 - a. ACSO will serve both forms to respondent.
- 6) Clerk sends request for interpreter to the Language Access Office.