

## American Rescue Plan Act (ARPA) Funds – Items Needed for Oklahoma Judiciary

### Dual Handset Phones for Telephonic Interpreting

- Used to provide quick & efficient interpreting service at the Court Clerks' counters; One-touch access to quality interpreters through pre-programmed buttons
- Eliminates the need to pass a handset back and forth; easy to wipe down; enhances social distancing and sanitation efforts; supports COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control
- Needed to satisfy DOJ requirements for language access services outside the courtroom
- Examples are below - Actual item purchased will depend on the telephonic interpreting service which is selected for the district courts (the AOC is currently evaluating several state-approved vendors) and digital vs analog needs at each courthouse
- Includes volume boost to assist elderly and hard-of-hearing patrons (ADA accommodation)
- Requested purchase quantity: 90 (77 clerks, 13 for juvenile courts & satellite locations)
- PRICE per unit: \$150; TOTAL COST: \$13,500                      Examples:



#### **Dual IP PBX Corded Handset Phone**

Dual handset phone. Compatible with virtually any IP PBX that allows SIP connections. Certified by Avaya and Cisco. Both LAN (Local Area Network) and WAN (Wide Area Network) ports. Power Over Ethernet (POE): phone works without AC power.



#### **Dual Analog Corded Handset Phone**

The twin handsets ensure privacy during conference calls, in-house interpreting, or during a language interpretation session. Each user has a separate handset for confidential communication.

### **1Solution Dual Handset Phones**



Our dual handset 1Solution Phone is available in analog and internet protocol models (the first and only dual handset IP phone on the market).

## Translation of Select Court Forms and Interpreting Forms

- Translated forms are necessary to improve meaningful access to court information for people with limited English proficiency (LEP). This important goal can be furthered by providing high-quality, accurate, meaning-for-meaning translated court forms and related materials from English into the languages most commonly encountered in the Oklahoma courts
- Having translated forms will enhance social distancing and COVID reduction protocols, as LEP individuals will be able to obtain vital information from the website rather than in-person at the courthouse
- Translation of vital documents and court forms is a [DOJ language access requirement](#)
- Such a project requires a qualified vendor with the depth of resources necessary to provide accurate translation services for the judiciary. Standard vendor qualifications typically required in state court translation projects may include:
  - The necessary capacity to deliver accurate, meaning-for-meaning translation services in the selected target languages
  - Formal methodology for assessing the skills of translators who will provide services, possible use of translation teams of two or more language professionals to reach agreed-upon phraseology
  - Formal internal organizational procedures to provide high quality proofreading of all translated materials by a second, human translator
  - Technological capability to produce electronic files of documents in the necessary format, and translation memory software to reuse already-translated content in subsequent translations
- To initiate the project, the AOC would like to engage a qualified vendor to start a translation project of selected forms, based upon the criticality of the information and the frequency of use (most likely Victims Protective Order forms, and forms regarding requesting an interpreter, etc.) into at least the top two languages (Spanish and Vietnamese) and adding information on the website
- ESTIMATED COST: \$10,000 (for 2 languages) (approximation – project will be ongoing)
  - Approx. \$125 per page for court forms / legal materials
  - VPO forms: 27 pages x \$125 x 2 languages = \$6,750
  - VPO foreign language informational materials (to be created): approx. 3 pages x \$125 x 2 languages = \$750
  - Informational Materials re Requesting an Interpreter, Language Access info on website (to be created): 10 pages x \$125 x 2 languages = \$2,500

Sample snips from other courts' websites:

### Translated Court Forms

Translated court forms and documents are available in the following languages. Please note, not all court forms are available, and the ones here are provided as a reference only for non-English speaking audiences. Official forms submitted to the court must be in English.

- [Arabic / العربية](#)
- [Chinese / 中国](#)
- [French / Français](#)
- [Lingala: A Guide to Protection from Abuse & Harassment Cases / BUKU MPO NA Libateli na Makambo ya Koniokola mpe Kotungisa](#) (Additional Lingala translated forms and documents may be added when available)
- [Portuguese / Português](#)
- [Khmer / ខ្មែរ](#)
- [Russian / Русский](#)
- [Somali / Soomaali](#)
- [Spanish / Español](#)
- [Vietnamese / Tiếng Việt](#)

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#### Derecho civil



El derecho civil es el cuerpo de leyes del estado de Arizona que abordan los derechos de los ciudadanos. Dichas leyes incluyen los campos de derecho tales como los [desalojos](#), [demandas de menor cuantía](#), [disolución de un matrimonio](#), y [cambios de nombre](#), entre otros.

Los casos civiles por lo general consisten en controversias entre personas físicas, empresas, sociedades anónimas o sociedades en nombre colectivo. Un individuo también puede ser parte de un litigio con una entidad gubernamental como, por ejemplo, un estado, condado o una ciudad.

La mayoría de los casos civiles consiste en controversias en lo que se refiere al incumplimiento de un contrato, el cobro de una deuda, la reparación monetaria por daños corporales, o daños materiales.

La parte que entabla la demanda en un caso civil es el demandante y la parte a la que se demanda es el demandado.

Algunos enlaces que aparecen en esta página aún no están disponibles en español.



Cómo presentar una demanda civil

1. El demandante presenta un documento (la demanda) en la secretaría del tribunal en el que afirma las razones por las que está demandando al demandado y las medidas que el demandante quiere que tome el tribunal.
2. Se le entrega (se practica la notificación) al demandado una copia de la demanda y la citación de comparecencia.
3. El demandado tiene un plazo limitado (por lo general 20 días) para presentar una contestación por escrito en la que acepta o niega lo que la demanda establece.
4. El demandante y el demandado intercambian información sobre el caso. Esto se llama la revelación de pruebas.
5. El caso se ventila ya sea ante un jurado o un juez.
6. El juez toma una decisión o el jurado pronuncia el veredicto con base en el testimonio y las otras pruebas presentadas durante el juicio oral.
7. La parte que pierde puede apelar la decisión en un tribunal de mayor instancia.

- [Reglamentos del procedimiento civil en los juzgados de paz](#) - Estos reglamentos se aplican a los litigios en los juzgados de paz en Arizona. No se aplican a los desalojos, los procedimientos de infracciones de tránsito o de navegación de recreo, ni a las órdenes de alojamiento y los autos de prohibición de acoso en los juzgados de paz.

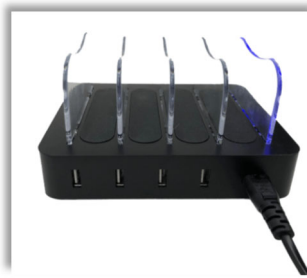
## Transceiver and Receivers for Simultaneous Language Interpretation in the Courtroom

This equipment is used by interpreters in the courtroom to provide interpreting in the “simultaneous mode” The equipment allows the interpreter to be located in an unobtrusive location in the courtroom and be heard clearly by limited English proficient (LEP) individuals wearing receiver headsets.

- Eliminates need for Interpreter and LEP persons to huddle to hear whispered interpretation; enhances LEP person’s comprehension of the interpretation; minimizes errors and miscommunication
- Enhances social distancing and sanitation efforts; Supports COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control
- Significant improvement in efficiency and as it eliminates the need to use consecutive (start and stop) interpretation when the defendant simply needs to hear what is being said by others; Simultaneous interpretation can happen quietly in the background without slowing down the proceeding and costing additional interpreter billable time
- Allows Interpreter ability to move about courtroom if necessary to better hear those who speak softly or avoid distractions and reduces the need for interruption of the proceedings to request repetitions
- Reduces safety risk to interpreter from court users that are aggressive or volatile; Allows opposing parties to keep their distance from each other and still hear the interpretation
- Requested purchase quantity: 250 sets (one for each Oklahoma District Court Courtroom)
- PRICE per set: \$1600; TOTAL COST: \$400,000

The US District Courts for the Western District of Oklahoma uses equipment from Williams Sound for this purpose. One set includes the following items:

- 1 DLT 400 Transceiver (Interpreter)
- 1 Dual Headset w/noise cancelling microphone (Interpreter)
- 3 DLR 400 RCH Receivers (Defendant(s) or Witness)
- 3 HED 027 Headphones (Defendant(s) or Witness)
- 1 4-Slot charging bay CHG 404 DW



## **Laptop and Headset Equipment for Video Remote Interpreting in the Courtroom**

Video remote interpreting (VRI) is essential for rural court locations with no local interpreters available and when there is a need for rare languages with no in-state interpreters. Having a dedicated, easy to use device in the courtroom with a camera and screen and headset will enable courts to use VRI services.

- Video remote interpreting (VRI) is most appropriate for courtroom purposes when an in-person interpreter is not available; reliable, well-functioning VRI equipment will maximize quality of interpretation and comprehension, allow the interpreter to have a visual connection with the speaker and observe facial expressions and body language. VRI is required for remote sign-language interpreting.
- VRI results in significant savings related to interpreter billable time and travel/mileage expense
- VRI allows district courts to continue operations via remote proceedings in the event closures are necessary due to pandemic; enhances social distancing and sanitation efforts; supports COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control
- Not just for out-of-state interpreters - The AOC is working toward setting up a system where centrally located interpreters in our building can provide VRI services statewide to rural court locations, resulting in significant efficiencies and savings; having this equipment in the courtroom is crucial for that project to move forward
- Eliminates need to share Judge's laptop on the bench (if the judge even has a laptop); eliminates need for non-court equipment to be used in the courtroom
- Needed to satisfy DOJ requirements for language access services when local interpreters are not available; also needed to satisfy ADA and Title 63 requirements for interpreters for deaf and hard-of-hearing individuals
- Needed to satisfy DOJ requirements for ensuring court-provided interpreters are properly qualified – allows courts to obtain properly certified interpreters on the Oklahoma registry, from other states, or on the NCSC database

HP Chromebook 15 meets industry recommendations for VRI. Sennheiser PC 8 USB headset w/mic, or mic & external speakers

- Requested purchase quantity: 250 (one for each Oklahoma District Court Courtroom)
- PRICE per unit - \$475; Licenses, ports & switches - approx. \$40,000; Wireless – approx. \$86,000.
- TOTAL COST: \$244,750

