

9<sup>th</sup> JUDICIAL DISTRICT COURT  
PARISH OF RAPIDES, CITY OF ALEXANDRIA  
STATE OF LOUISIANA

LANGUAGE ACCESS PLAN

A. Language Access Coordinator

This Court's Language Access Coordinator (LAC) is Caleb Pope, 9<sup>th</sup> JDC Judicial Administrative Assistant. Contact information is as follows:

Email: [cpope@9thjdc.com](mailto:cpope@9thjdc.com)  
Phone: 318.443.6893  
Address: 9<sup>th</sup> Judicial District Court  
PO Box 7357  
Alexandria, La 71306  
Or  
701 Murray Street, Ste. 501  
Alexandria, La 71301

B. Compliance with State Language Access Plan (LAP)

The LAC has posted the Language Assistance Services (LAS) signs in the following publicly accessible places located:

Rapides Parish Courthouse:  
- 1<sup>st</sup> and 2<sup>nd</sup> Floors - Clerk of Court's Office

The Language Access Coordinator (LAC) has placed the LAS brochures in the following publicly accessible places:

Rapides Parish Courthouse:  
- 1<sup>st</sup> and 2<sup>nd</sup> Floors - Clerk of Court's Office  
- All courtrooms  
- Judges Office  
- Hearing Office  
- Entrances to Courthouse

C. Identify commonly encountered non-English languages

This Court's most encountered non-English language as per census data is:  
- Spanish

D. Translated documents

This Court has translated the following documents into this court's commonly encountered non-English language:

- Felony Sentencing
- Instructions to Defendant
- Plea of Guilty and Waiver of Rights
- Plea of Guilty and Waiver of Rights - DWI 2
- Misdemeanor Sentencing for Abuse and Battery
- Drug Court Sentencing

\*\* In the event a limited English-proficient (LEP) individual requires translation of forms in a language not provided, this Court will take reasonable steps to provide an interpreter for that individual in order to ensure the individual's understanding of the document.

E. Notice to LEP Individuals

This Court notifies LEP individuals of language assistance services in the following ways:

- 9<sup>th</sup> JDC website ([www.9thjdc.org](http://www.9thjdc.org))
- I-Speak cards
- LAS signs and brochures

F. Identifying LEP Individuals

- Self-identification
- Partnering with the Clerk of Court, District Attorney, Sheriff, and other stakeholders within the justice system

G. Language Access Services in Court Proceedings and Operations

Interpreters: This Court provides interpreters to all LEP individuals for court proceedings (hearings and trials), at no charge to the LEP individual.

Translated Written Material - This Court has the following translated written and electronic material:

- LAS brochures
- LAP General Information Sheet

H. Key Points of Interest

This Court has the following key points of contact where the public interacts with court staff:

- 9<sup>th</sup> JDC Website
  - \* Translated web pages which include information about the Court and contact information for the Language Access Coordinator (LAC) by using Google Translate on each page of the Court's website

- Language Access Coordinator (LAC)
  - \* Assistance provided using Over-the-phone interpreter services (OPI) within 15 minutes notice
  - \* Provides interpreter services utilizing interpreters within and outside our immediate area

- Court Security
  - \* I-Speak cards and brochures
  - \* Directions to the Language Access Coordinator (LAC)

- Clerk of Court's Office
  - \* I-Speak cards, OPI information, brochures, and LAS sign
  - \* Directions to the Language Access Coordinator (LAC)

- In - Court Proceedings
  - \* Court Interpreters

I. Training

This Court will provide training for the LAC and applicable court staff:

- \* LAC and applicable court staff will participate in annual training conducted by the Louisiana Supreme Court's Office of Language Access when available

- \* LAC will disseminate bench cards, training videos and updated LEP brochures to Judges, Court Staff and Clerk of Court

J. Data Collection

This Court will begin collecting the following data as requested by the LASC, effective January

K. Monitoring and Updating the Language Access Plan

This Court regularly monitors its language assistance services, policies and procedures and all items included in this LAP Plan to assess whether any changes are needed. In addition, the Court will perform annual evaluations of its policies and will update this document when appropriate. This Court's updated LAP will be submitted to the LASC OLA on September 1, 2023 and will thereafter be submitted when amended.

L. Language Access Complaint Process

This Court has taken the following steps to publicize Louisiana's centralized language access complaint process:

- \* Notify Court staff and judges annually about the complaint process
- \* Notify the justice system partners about the complaint process
- \* Ensure the complaint process is included in training programs
- \* Include the complaint process on general information sheet

LOUISIANA LANGUAGE ACCESS PLAN  
Effective September 1, 2022

9<sup>th</sup> Judicial District Court  
Parish of Rapides  
State of Louisiana

Mailing Address: PO Box 7357, Alexandria, La 71306  
Physical Address: 701 Murray Street, Ste. 501, Alexandria, La 71301

GENERAL INFORMATION SHEET

The 9<sup>th</sup> Judicial District Court has jurisdiction of all civil, criminal, and juvenile matters and appellate jurisdiction from City of Alexandria and City of Pineville Courts, and all justice of the peace courts in Rapides Parish, Louisiana. There are seven divisions / sections of Court, each having general jurisdiction. In addition, the Court maintains two specialty court programs, Adult Drug Court, and Behavioral Health Court, as well as Juvenile Probation and Families in Need of Services program.

Language Access Assistance

This Court will take reasonable steps to provide meaningful access to limited English - proficient individuals (LEP), at no cost to the individual. The Language Access Coordinator (LAC) is Caleb Pope, Judicial Assistant, and contact information is as follows:

*E-mail :*        [cpope@9thjdc.com](mailto:cpope@9thjdc.com)  
*Phone :*        318.443.6893  
*Address :*      PO Box 7357, Alexandria, La 71306  
                     701 Murray Street, Alexandria, La 71301

For Language Access assistance in court proceedings, please contact the LAC Office listed above.

For Language Access assistance in a Court ordered program or specialty court program, please request that the program coordinator or director contact the LAC as listed above or to be connected to an over-the-phone interpreter (OPI).