



South Dakota Unified Judicial System
Language Access Plan
FY 2023

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Purpose

This document serves as a statewide plan for the South Dakota Unified Judicial System (UJS) to provide persons with Limited English Proficiency (LEP) language access services that are compliant with the national origin nondiscrimination requirements of Title VI of the Civil Rights Act of 1964 and its implementing regulations (Title VI), and South Dakota law. Detailed Title VI guidance and resources are also posted on <http://www.lep.gov/> (Limited English Proficiency, A Federal Interagency Website).

The purpose of this language access plan (LAP) is to ensure meaningful access and assistance to LEP individuals who come in contact with any South Dakota court. In accordance with federal and state requirements, the Unified Judicial System and all its personnel shall inform members of the public that language access services are available to qualified LEP individuals and accommodate such needs.

Court Policy Regarding Language Access Services-No Cost

The UJS is committed to providing access to interpreters and translators at no cost to a witness or party or persons whose presence is necessary or appropriate in a court proceeding. South Dakota law provides that if someone requires an interpreter or translator one will be provided at no cost to the witness or party.

Definitions

The terms and phrases used in this Language Access Plan (LAP) are defined below.

- Court Proceedings – Civil and criminal hearings and trials, including court-annexed processes or proceedings.
- Interpreter- An individual who has received training in the skills of interpretation and can competently render a message spoken from one language into one or more other languages.
- Limited English Proficient (LEP) – Individuals for whom English is not the primary language or who may have a limited ability to read, write, speak, or understand English, are limited English proficient, or “LEP.”
- Language Access Plan (LAP) – The plan is a management document that outlines how the court defines tasks, sets deadlines and priorities, assigns responsibility, and allocates the resources necessary to come into or maintain compliance with language access requirements.
- Language Access Policies – Policies that set forth standards, operating principles, and guidelines that govern the delivery of language appropriate services in court proceedings and operations by the court and court staff.
- Language Access Procedures – Procedures that specify for court staff the steps to follow to provide language assistance services, gather data, and deliver services to LEP individuals.
- Language Assistance Services – Oral communication by competent bilingual staff or assisted by an authorized interpreter and written or electronic communication assisted by translation.
- Provide/Provided/Providing an Interpreter – Means appointing an interpreter free of charge to an LEP individual.
- Sight Translation – The reading of text written in one language by a competent interpreter who orally translates it into another language.
- Translator – An individual who has received training in the skills of translation and can competently render written text from one language into one or more other languages.

State Statutes Regarding Language Access Services

15-6-43(f). Interpreters.

The procedure for appointing interpreters shall be as provided in § 19-3-7, and their compensation fixed, paid, and collected as provided in § 19-3-7.

15-17-37. Prevailing party recovery--Taxation.

The prevailing party in a civil action or special proceeding may recover expenditures necessarily incurred in gathering and procuring evidence or bringing the matter to trial. Such expenditures include costs of telephonic hearings, costs of telephoto or fax charges, fees of witnesses, interpreter or translator expenditures not otherwise covered pursuant to § 15-17-37.1, officers, printers, service of process, filing, expenses from telephone calls, copying, costs of original and copies of transcripts and reporter's attendance fees, and court appointed experts. These expenditures are termed "disbursements" and are taxed pursuant to § 15-6-54(d).

15-17-37.1. Interpreter or translator services--Payment.

When a witness or party needs a language interpreter or translator in a civil action or special proceeding, the court shall procure and appoint a disinterested interpreter or translator. The interpreter or translator shall be compensated for services provided in the court proceeding that the court certifies to be reasonable and just. The payment for the services of the interpreter or translator shall be made from funds appropriated for the operation of the courts. A civil action for purposes of this section does not include abuse and neglect, juvenile, involuntary commitment, mental illness, or protection order proceedings.

19-3-7. Interpreter for witness unable to communicate in English--Compensation.

When a witness cannot communicate or understand the English language the court shall procure and appoint a disinterested interpreter or translator for him who shall be compensated for those services as the court shall certify to be reasonable and just, to be paid and collected as other costs.

19-3-12. Appointing authority for interpreters--Fees for services.

All interpreters appointed under the provisions of § 19-3-10 shall be appointed by the judge if the appearance is before any court or by the chairman or presiding or executive officer of any board, commission, or agency by which the proceeding involving such person is being conducted. The court or agency conducting such proceeding shall determine and fix a reasonable fee for the services of the interpreter and shall provide for the payment of such costs out of funds appropriated for the operation of such courts and agencies.

19-3-14. Inherent judicial power not limited.

Section 19-3-10 shall not be construed to limit the inherent power of a court to appoint an interpreter in other cases.

19-19-604. Form for oath of interpreter.

The following oath, as appropriate to the circumstances, may be used for an interpreter:

I, _____, do solemnly swear (or affirm) that I will justly, truly and impartially interpret, to the best of my skill and judgment, and will make a true interpretation to any party or witness, the oath or affirmation administered in all matters; the questions which may be asked and the answers that shall be given to such questions and all statements relative to any [court proceedings, probation activities, or any other proceeding] under consideration in which I am employed to interpret, so help me God (under the pains and penalties of perjury).

23A-22-11. (Rule 28) Appointment and compensation of interpreter.

A court may appoint an interpreter or translator of its own selection and may set reasonable compensation for him.

Data Collection and Needs Assessment

At the conclusion of each fiscal year, the Language Access Coordinator will compile data related to the state's languages needs and submit it for inclusion in the UJS annual report.

The Language Access Coordinator will use the information to ensure that notices and standard court forms that are currently provided in English are translated into the most commonly used languages and that the language needs of the circuits are being met.

The current language needs are set forth in the circuit language access plans available at <https://uj.s.sd.gov/uploads/pubs/LanguageAccessPlan.pdf> and on the website of each circuit.

Statewide Need

According to the US Census Bureau, 17,721 people in South Dakota speak English less than "very well".¹

Language	Total Speakers	Speak English "very well"	Speak English less than "very well"	% speak less than "very well"
Speak Only English	758,310			
Spanish	16,458	10,137	6,321	38%
Other Native languages of North Africa	9,970	8,790	1,180	12%
German	5,164	4,136	1,028	20%
Amharic, Somali, or other Afro-Asiatic languages	2,372	993	1,379	58%
Swahili or other languages of Central, Eastern, and Southern Africa	2,031	1,110	921	45%
Other languages of Asia	2,028	550	1,478	73%
Nepali, Marathi, or other Indic Languages	1,432	458	974	68%
Chinese	1,312	668	644	49%
Arabic	1,157	749	408	35%
French (incl. Cajun)	1,140	902	238	21%
Tagalog (incl. Filipino)	1,064	621	443	42%
Serbo-Croatian	741	397	344	46%
Vietnamese	673	320	353	52%
Ukrainian or other Slavic Languages	672	407	265	39%
Korean	581	351	230	40%
Thai, Lao, or other Tai-Kadai languages	478	188	290	61%
Other Indo-European Languages	472	348	124	26%

¹ LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER. Explore census data. (n.d.). Retrieved January 21, 2022, from <https://data.census.gov/cedsci/table?q=B16001+South+Dakota&tid=ACSDT5Y2019.B16001>

Yoruba, Twi, Igbo, or other languages of Western Africa	456	320	136	30%
Yiddish, Pennsylvania Dutch or other West Germanic Languages	438	401	37	8%
Russian	434	292	142	33%
Urdu	365	353	12	3%
Telugu	322	213	109	34%
Other and unspecified languages	316	295	21	7%
Hindi	299	234	65	22%
Japanese	217	138	79	36%
Ilocano, Samoan, Hawaiian, or other Austronesian languages	198	88	110	56%
Italian	193	163	30	16%
Persian (incl. Farsi, Dari)	151	83	68	45%
Khmer	141	19	122	87%
Malayalam, Kannada, or other Dravidian languages	101	42	59	58%
Bengali	98	98	0	0%
Greek	85	64	21	25%
Navajo	83	83	0	0%
Portuguese	61	61	0	0%
Haitian	57	48	9	16%
Gujarati	55	29	26	47%
Hmong	42	12	30	71%
Polish	38	16	22	58%
Hebrew	26	26	0	0%
Tamil	5	5	0	0%
Armenian	3	0	3	100%
Punjabi	0	0	0	N/A

Current Language Needs

In FY 23, the most requested languages statewide in South Dakota courts were:

- Spanish
- Arabic
- Dinka
- Swahili
- Kunama

Notice of Availability and Identification of Language Access Needs

Notification of Services

It is the duty of each court to inform the public that court interpreters are available at no charge.

Each courthouse shall display and make available the “[Interpreter Services Available](#)” (Appendix B) notice distributed by the State Court Administrator’s office in court buildings and on court websites. The document is also available on the UJS webpage. The document is translated into the most requested languages and will be updated with additional translations as necessary based on the language information data collected in the court management system and information produced by the U.S. Census Bureau.

If a person does not speak any of the languages on the Interpreters Available document, court staff will use the iSpeak cards distributed by the State Court Administrator’s office to identify the language needed and secure an interpreter to inform the person of their right to an interpreter at no charge.

Identifying a Need

Persons in need of the services of an interpreter are those who cannot speak or understand the English language and who are litigants, witnesses or persons whose presence is necessary or appropriate in a court proceeding.

Among the factors taken into consideration are whether a party or person whose presence is necessary or appropriate in a court proceeding:

1. Is unable to accurately describe persons, places and events related to the proceeding due to a non-English speaking background or hearing impairment;
2. Is unable to tell the court “what happened” over a period of time;
3. Is unable to request clarification when statements are vague or misleading, to defend or advocate a position, or otherwise meaningfully participate in a proceeding;
4. Is not on equal footing with an English-speaking person with an equivalent education or background;
5. Is unable to speak or understand English and translation is necessary to allow for effective participation in a proceeding.

Providing Interpreter Services

Interactions Outside the Courtroom

A remote or in-person interpreter should be utilized to communicate and assist someone who is LEP during interactions outside the courtroom. During such an encounter, the goal is to remove the language barrier so that the individual may be assisted the same as a person where no language barrier exists.

Language access may come through bilingual court staff where available, the use of a remote interpreter service or by securing an in-person interpreter. Court personnel should not rely on a friend or family member of the LEP person to serve as an interpreter. As a general practice, whenever possible, “screened” or experienced, disinterested interpreters will be used rather than family members or friends, social workers, victim advocates, law enforcement officers, or others with apparent conflicts of interest. If exigent circumstances exist and a remote qualified interpreter is not available, such

unqualified interpreters may be used for a short, non-evidentiary matters. Court personnel should not tell an LEP person or their representative that they will need to pay for or provide an interpreter.

In limited instances, it may be necessary to have the LEP person return at a later time if a remote interpreter is unavailable an in-person interpreter cannot be immediately arranged or because of staffing issues. If that happens, a specific appointment should be scheduled and/or contact information should be shared with the LEP individual so arrangements can be made.

In-Court Proceedings

If a request is not made for an interpreter in advance, but it appears the person has limited English proficiency, a judge should ask questions on the record to assess the need for an interpreter. A list of sample qualification questions for determining the English proficiency of a person and the need for an interpreter can be found in the Bench Card (Appendix A).

An interpreter will be provided upon request for any in-court proceeding or child support referee hearing. These interpreter services may be offered via in-person interpreting or may be provided through remote technology or telephone. These interpreters are provided at no-cost to the LEP individual and will be paid by either the county or the UJS depending on the specific type of proceeding.

Qualifying an Interpreter

A judge should ask questions on the record to qualify an interpreter. This ensures that the qualifications were canvassed in the event there is a later challenge related to the interpreter or interpretation. Being bilingual is not sufficient to qualify a person to interpret in court. A competent court interpreter is able to completely and accurately interpret everything said in court, without adding or omitting words or summarizing statements.

A list of sample qualification questions can be found in the Bench Card (Appendix A).

Calendaring and Scheduling of Interpreters

The practice for arranging interpreters varies by circuit. Circuit-specific information can be obtained from the Circuit Administrator if there are questions about how to obtain or access interpreter services.

Remote Interpreting

For proceedings or exchanges that are complex or lengthy, it is essential to seek an in-person interpreter whenever one is reasonably available. For short, non-complex cases, or those that will not involve the presentation of extensive evidence, and for interactions outside the courtroom, judicial and non-judicial staff may wish to proceed with a remote interpreter. A judge should ask questions on the record to qualify a remote interpreter. In FY 21, remote interpreting was used in 24 percent of the proceedings. Training materials on remote interpreting protocols and procedures will be made available for all judicial and non-judicial staff members.

Forms and Documents

Court staff should assist an LEP person in locating the correct form or document just as they would with any other person.

If the LEP person is having trouble completing the form, it may be the result of not understanding what information is being requested. In instances where an LEP person is unable to understand the form, the

primary non-English language should be identified, and a competent in-person or remote interpreter should be used to overcome that barrier.

If no such person is available, then it is incumbent upon the court staff to assist the LEP individual in completing the form. In that instance, the information should be entered exactly as provided and the LEP person should initial each page. Providing legal information on what the form is requesting is acceptable. However, court staff cannot tell a person what information they should put in the form, only what is being requested. Legal information consists of information that is explanatory in nature and generally applicable to anyone using the form.

There are several forms on the UJS webpage that have been translated into Spanish. All submitted forms must be in English. The list of translated forms can be found at <https://ujslawhelp.sd.gov/onlineforms.aspx>.

Training

The State of South Dakota is committed to providing language access training opportunities to all judicial and non-judicial staff members.

Training is conducted periodically in various ways; newly established policies, rules and laws pertaining to interpreter services will be implemented without hesitation. The UJS will maintain and routinely assess this LAP in accordance with mandated policies, rules, or laws.

Complaint Process

It is the policy of the UJS to ensure that court interpreter services are provided to LEP individuals who do not speak English as their primary language and have a limited ability to read, speak, write or understand English.

The UJS takes all complaints related to language access services seriously. Each courthouse shall display the [Interpreter Complaint Process](#) (Appendix C) document distributed by the State Court Administrator's office. The form is also available on the UJS homepage. The document contains translations of the most commonly used languages and will be updated with additional translations as necessary. If a person does not speak any of the languages on the Interpreter Complaint Process, court staff will use the [iSpeak cards](#) distributed by the State Court Administrator's office to identify the language and find an in-person or remote interpreter to translate the document and inform the person of the complaint process (Appendix D).

Individuals may submit complaints via letter or email to:

Language Access Coordinator
Unified Judicial System
500 East Capitol Avenue
Pierre, SD
57501

Or: Language.Coordinator@uj.s.state.sd.us

Or: The U.S. Department of Justice, Civil Rights Division at <https://civilrights.justice.gov/>

No particular form is required when filing a complaint. Once the complaint has been received by UJS, the coordinator will provide confirmation of receipt and investigate the claims. The complainant will be informed of the outcome and, if appropriate, the resolution. The State Court Administrator's office will track the number of complaints for each fiscal year.

Annual Evaluation of Language Access Plans

Statewide Language Access Plan

The statewide Language Access Plan may be revised at any time but reviewed not less than once a year. Each year, the State Court Administrator's Office will review the effectiveness of the court's LAP and revise as necessary.

Elements of evaluation will include:

- Number of LEP services requested;
- Assessment of current language needs by reviewing requested languages and Census Bureau information to determine if additional services or translated materials should be provided;
- Review of feedback from court employee training sessions;
- Customer satisfaction feedback; and
- Complaints received.

Circuit Language Access Plans

Each circuit will maintain a circuit language access plan. These circuit language access plans are available at <https://ujs.sd.gov/uploads/pubs/CircuitLanguageAccessPlan.pdf> and on the website of each circuit. The plans must include information covering the following areas:

1. Legal Basis and Purpose
2. Circuit Demographics
3. Needs Assessment
4. Language Access Resources
5. Interpreter Cost
6. Training and Evaluation

The circuits will routinely assess whether changes to the LAP are needed or mandated by policy, rule or law. The plan may be changed or updated at any time but reviewed not less frequently than once a year. Each year the Circuit Administrator, in consultation with the Presiding Judge, will review the effectiveness of the court's LAP and update as necessary. The evaluation will include identification of any problem areas and development of corrective action strategies.

Elements of the evaluation will include:

- Number of LEP services requested;
- Assessment of current language needs to determine if additional services or translated materials should be provided;
- Review of feedback from court employee training sessions; and
- Customer satisfaction feedback.

Questions

Questions about the statewide language access plan can be directed to the Language Access Coordinator at Language.Coordinator@ujs.state.sd.us.

Approval

Approved by:



Greg Sattizahn
State Court Administrator

Date 2/26/24

South Dakota Unified Judicial System Bench Card: Courtroom Interpreting

UJS MISSION: Justice for All

Providing adequate interpreters when necessary is a key to achieving our mission.



How Do I Determine Whether A Person Needs An Interpreter?

Persons in need of the services of an interpreter are those who cannot speak or understand the English language and who are litigants, witnesses or persons whose presence is necessary or appropriate in a court proceeding. If a request is not made for an interpreter, but it appears the person has limited English proficiency, a judge should ask questions **on the record** to assess the need for an interpreter.

Sample questions for determining the English Proficiency of a person and the need for an interpreter: (Avoid questions easily answered with yes or no replies.)

- State your name and address.
- What is your birthday, your age and how many children are in your family?
- Are you employed? If so, describe the kind of work that you do.
- Describe your education. What language do you read and write?
- Describe the courtroom.
- Describe with whom and how frequently you speak English.
- Tell me a little about how comfortable you feel speaking English.

When responding, the court may consider, in addition to the responses, the person's mispronunciations, pauses, facial expressions, gestures, complexity of the proceedings and communication with counsel.

If the person has difficulty answering these simple questions, an interpreter is recommended since the person would, likewise, be unable to communicate well in high-stress matters involving legal terminology.

Also, **if the court cannot understand the person's spoken English**, consider using an interpreter. Request that the person speak in their native language, so that the interpreter can interpret into English. South Dakota law provides that if a witness or party requires an interpreter or translator one will be **provided at no cost** to the witness or party.

Text in shaded boxes are example scripts for reading into the record.

Qualities of a competent court interpreter

Being bilingual is not sufficient to qualify a person to interpret in court. A competent court interpreter is able to completely and accurately interpret everything said in court, without adding or omitting words or summarizing statements. A competent court interpreter should have:

- College-level vocabularies in both languages, including legal terms & slang
- Excellent short-term memory and verbal skills
- At least some training and experience
- Knowledge of court interpreter ethics

Remember: Errors in interpretation can produce incomplete or wrong information – and lead to an unjust outcome.

Qualifying an Interpreter

A judge should ask questions **on the record** to qualify an interpreter. This ensures that the qualifications were canvassed in the event there is a later challenge related to the interpreter or interpretation.

Sample Qualification Questions:

- What is your native language? How did you learn English/the foreign language or sign language? How long have you been speaking the language or signing?
- Please describe your formal schooling. What are your accreditations?
- Do you have any formal training in interpreting? In legal or court interpreting?
- Please describe your experiences as an interpreter. Have you ever interpreted in court before? What kind of action?
- Have you ever been convicted, or are you currently charged in any court, of a felony or crime involving dishonesty, fraud, deceit or misrepresentation?
- Are you certified or registered as a court interpreter in any state or federal court?
- Have you communicated with the person who needs interpreting services? Are you familiar with his/her dialect?
- Do you need more time to speak with the interpreter?
- Do you know any of the parties, witnesses or attorneys?
- Are you aware of any conflict of interest? Do you understand that you must interpret everything said?
- Do you need time to review any documents in this case?

SCAO 11/2021

² South Dakota Unified Judicial System Bench Card ... - ujs home. (n.d.). Retrieved January 24, 2022, from https://ujs.sd.gov/uploads/pubs/Interpreting_Benchcard.pdf

Interpreter Oath

According to SDCL 19-14-4.1, an interpreter should be administered an oath before every proceeding.

Oath: I, _____, do solemnly swear (or affirm) that I will justly, truly and impartially interpret, to the best of my skill and judgment, and will make a true interpretation to any party or witness, the oath or affirmation administered in all matters; the questions which may be asked and the answers that shall be given to such questions and all statements relative to any [court proceedings, probation activities, or any other proceeding] under consideration in which I am employed to interpret, so help me God (under the pains and penalties of perjury).

To assure that all participants understand the role of the interpreter, consider reading the following at the start of a court proceeding:

Before we proceed any further, I would like to make a few comments regarding the interpreter's role in today's proceedings.

The interpreter can only interpret for one person at a time. Therefore, please do not speak or interrupt while someone else is testifying or speaking. The interpreter can only interpret testimony that is spoken. All responses given here must be verbal. You are reminded to speak at a slower but steady pace, and make eye contact occasionally with the interpreter to gauge whether your pace is appropriate. A slower pace is especially important when stating dates, numbers, figures or highly technical vocabulary. Do not speak directly to the interpreter but instead to the person requiring interpreter services.

As for the interpreter(s), you must interpret everything that is said in this courtroom, including this information. You are not allowed to engage in any conversation with the litigant/defendant/witness. You are not allowed to give any legal advice, or express personal opinions about this matter to the litigant/defendant/witness. You are expected to maintain confidentiality and not publicly discuss this case. If for some reason you need to pause the proceedings, please raise your hand and speak up. This should be in the form of "Your Honor, the Interpreter needs...." to clarify the request for the record.

Tips for Communicating Through Interpreters:

- Instruct all participants to speak loudly and clearly and to speak one at a time.
- Allow the interpreter to converse briefly with the non-English speaker to ensure understanding of accents, dialect or pronunciation differences.
- Speak directly to the non-English speaking person. Do not refer to him/her in the third person.
- Don't ask the interpreter to independently explain/restate anything said by the party.
- The interpreter must convey all questions, answers and courtroom dialogue, and therefore, is constantly working.
- Allow the interpreter to review the court file prior to the hearing, to become familiar with names, dates and technical vocabulary.
- Monitor the interpreter so that side conversations aren't held with the non-English speaking person.
- If an interpreter is interpreting for a party while sitting at/near the litigant's table – and someone is speaking in the courtroom – the interpreter should be interpreting (her/his mouth should be moving). If not, interrupt the hearing and tell the interpreter to interpret everything.
- If a witness gives a long answer to a question, but the interpreter gives only a brief interpretation of the answer – interrupt the hearing. Require the question to be restated, and tell the interpreter to interpret everything the witness says.
- There should never be an independent dialogue in court between an interpreter and the person needing the interpreter. The interpreter is probably explaining something or giving advice. A judge should stop the dialogue and require the interpreter to report what was said by the party and the interpreter during that dialogue.
- Recognize that court proceedings can be confusing and intimidating for a non-English speaker since other countries' legal systems and concepts often vary from those of the U.S.

For jury trials, it may be prudent to use an interpreter jury instruction, which clarifies the role of an interpreter.

For trials and other long proceedings, court administration should hire a team of two interpreters who will alternate interpreting approximately every twenty minutes.


For additional assistance, please contact:
(Insert county-specific contact info here using a mailing label)

Additional information can be found on the intranet at
<http://ujis.sd.gov>

Text in shaded boxes are example scripts for reading into the record.

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Appendix B: Interpreter Services Available³



Interpreter Services Available

If you do not speak English, or if you are deaf, hard of hearing, or sight impaired, you can have interpretive and translation services provided at no charge. Please ask for assistance.

Amharic	ገሊዘኛ የሚይናገሩ ከሆነ ወይም መስማት የተሳገደች/ች የመስማት ችግር ያለብዎት/ች ወይም የት ችግር ካለብዎት/ች ያለ ምንም ክፍያ የትርጉም አገልግሎቶችን ማግኘት ይችላሉ። እባክዎን ትራ ይጠይቁ።
Arabic	إذا كنت لا تتحدث الإنجليزية ، أو إذا كنت أصم أو ضعيف السمع أو ضعيف البصر ، فيمكنك الحصول على خدمات الترجمة الشفوية والترجمة بدون مقابل. يرجى طلب المساعدة.
Dinka	Naa ciĩ ye jam në Dīñjilīth, wälē naa ye miñ, ril piñ ic, wälē e cōor, kē yīn lēu ba nañ kākē gērē jamic ku gōt wēñ ye ke gam kē cīēn kē tēēu ē piny. Yīn thiēcē nē kuwoony.
French	Si vous ne parlez pas anglais, ou si vous êtes sourd, malentendant ou malvoyant, vous pouvez bénéficier de services d'interprétation et de traduction gratuits. Veuillez demander de l'aide.
Karen	နမ့်တကတိအဲကလံးကျိန်ဘဉ်, မ့တမ့န နန့်မ့တအာ, နန့်ဃာ, မ့တမ့ တၢ်ထံဉ်မ့တဂ့နဉ်, နမန့ဘဉ် တၢ်ကတိကျိးထံတၢ်ဒီး တၢ်ကွဲးကျိန်ထံတၢ်အတၢ်မၤစၢၤတဖၣ်လၢတအိဉ်ဒီးတၢ်လၢနဘဉ်လၢနစ့ၤသ့နဉ်လီၤ. ဝံသးစ့ၤယုထီဉ်ဘဉ်တၢ်မၤစၢၤတက့ၢ်.
Kunama	Engliša awra nitkema nišaya, ide ukuna tema nišaya, nitikanala tagiskeyaya, ide wa nintinalana tagis keyaya ñela fegeda harodowalle šolditabu šo madadina. Samanadaki asanañesi kokela.

³ *Interpreter Services available - ujs.sd.gov.* (n.d.). Retrieved January 24, 2022, from <https://uj.s.gov/uploads/pubs/InterpretersServicesAvailableSign.pdf>



<p>Nepali</p>	<p>यदि तपाईं अंग्रेजी बोल्नुहुन्न, वा यदि तपाईं बहिरो हुनुहुन्छ, सुन्न कठिन हुनुहुन्छ वा अन्धा हुनुहुन्छ भने, हामी निः शुल्क व्याख्या र अनुवाद सेवाहरू प्रदान गर्न सक्दछौं। कृपया सहयोगको लागि सोध्नुहोस्।</p>
<p>Russian</p>	<p>Если вы не говорите по-английски, глухие, слабослышащие или слабовидящие, вы можете бесплатно получить услуги устного и письменного перевода. Пожалуйста, обратитесь за помощью.</p>
<p>Somali</p>	<p>Haddii aanad ku hadlin Ingiriisi, ama aad neefo maqalka ka tahay, maqalku kugu adag yahay, ama naafo indhaha tahay, waxaad heli kartaa turjumaan ma adeegyada turjumaada oo bilaasha. Fadlan raadso caawimo.</p>
<p>Spanish</p>	<p>Si no habla inglés, o si es sordo, tiene problemas de audición o de vista, puede obtener servicios de interpretación y traducción sin cargo. Solicite ayuda.</p>
<p>Swahili</p>	<p>Ikiwa hauzungumzi Kiingereza, au ikiwa wewe ni kiziwi, usiwe na uwezo wa kusikia, au una matatizo ya kuona, unaweza kuwa na huduma za kutafsiri na kutafsiriwa bila malipo yoyote. Tafadhali omba msaada.</p>
<p>Tigrinya</p>	<p>እንግሊዘኛ ዘይትዘረብ ፣ ወይ ጸጻም ፣ ንምስማዕ ክኸብደክ፣ ወይ ናይ ምርኣይ ዓጅምኻ ክተመዘበል ምስ እትኸውን፣ እንገልጹሎታት ምርዳእን ትርጉምን ብዘይ ክፍሊት ክውሃበክ እዩ። ብኸብረትክ ንደገፍ ሕተት።</p>
<p>Vietnamese</p>	<p>Nếu bạn không sử dụng tiếng Anh, hoặc nếu bạn bị điếc, khiếm thính hoặc khiếm thị, bạn có thể được cung cấp các dịch vụ thông dịch và dịch thuật miễn phí. Xin vui lòng yêu cầu hỗ trợ.</p>

Appendix C: Complaint Process⁴



Interpreter Complaint Process

The South Dakota Unified Judicial System takes all complaints related to language access services seriously. No particular form is required when filing a complaint. You may submit a complaint via letter or email to:

Sadie Stevens, Language Access Coordinator
Unified Judicial System
500 East Capitol Avenue
Pierre, SD 57501
Language.Coordinator@uj.s.sd.us

You will receive confirmation of receipt of your complaint. We can communicate more quickly if a legible email address is provided. When submitting a complaint please provide as much information as possible related to the nature of your complaint.

يقوم نظام القضاء الموحد بولاية داكوتا الجنوبية بتلقي جميع الشكاوى المتعلقة بخدمات الوصول إلى اللغة على محمل الجد. ولا يتطلب تقديم نموذج محدد عند تقديم الشكوى. يمكنك تقديم أي شكوى عن طريق إرسال خطاب أو عبر البريد الإلكتروني إلى:

Sadie Stevens, Language Access Coordinator
Unified Judicial System
500 East Capitol Avenue
Pierre, SD 57501
Language.Coordinator@uj.s.sd.us

سوف نرسل لك تأكيدًا فور استلام شكواك. يمكننا التواصل بشكل أسرع إذا تم إدراج عنوان بريد إلكتروني في الشكوى المقدمة. وعند تقديم أي شكوى، يرجى كتابة أكبر قدر ممكن من المعلومات المتعلقة بطبيعة شكواك.

⁴ *Interpreter Complaint Process - ujs.sd.gov.* (n.d.). Retrieved January 24, 2022, from <https://uj.s.sd.gov/uploads/pubs/InterpreterComplaintProcess.pdf>



साउथ डेकोटाको युनिफाईड न्यायिक प्रणालीले भाषा पहुँच सेवासंग सम्बन्धित सम्पूर्ण गुनासोहरूलाई गम्भिर रूपले लिन्छ। गुनासो फाईल गर्न कुनै विशेष फारम चाहिँदैन। तपाईंले पत्र वा ईमेल मार्फत गुनासो पठाउन सक्नुहुन्छ:

Sadie Stevens, Language Access Coordinator
Unified Judicial System
500 East Capitol Avenue
Pierre, SD 57501
Language.Coordinator@ujc.state.sd.us

तपाईंको गुनासो प्राप्त गरिएको पुष्टि तपाईंले पाउनुहुनेछ। हाम्रो संवाद अझ छिटो हुनसक्छ यदि सहि ईमेल ठेगाना उपलब्ध गराईएको छ भने। गुनासो पठाउँदा कृपया आफ्नो गुनासोको प्रकृति अनुसार जति सक्दो धेरै जानकारीहरू दिनुहोस्।

Единая судебная система Южной Дакоты серьезно относится ко всем жалобам, связанным с услугами языкового доступа. При подаче жалобы не требуется никакой конкретной формы. Вы можете подать жалобу в письме или по электронной почте на:

Sadie Stevens, Language Access Coordinator
Unified Judicial System
500 East Capitol Avenue
Pierre, SD 57501
Language.Coordinator@ujc.state.sd.us

Вы получите подтверждение о получении вашей жалобы. Мы можем ответить быстрее, если будет указан разборчивый адрес электронной почты. При подаче жалобы, пожалуйста, предоставьте как можно больше информации относительно характера вашей жалобы.



El Sistema Jurídico Unificado del Sur de Dakota da máxima importancia a todas aquellas quejas relacionadas con los servicios de acceso a idiomas. No será necesario rellenar ningún tipo de formulario específico a la hora de hacer una queja. Puede enviarnos su queja por correo postal o electrónico a:

Sadie Stevens, Language Access Coordinator
Unified Judicial System
500 East Capitol Avenue
Pierre, SD 57501
Language.Coordinator@ijs.state.sd.us

Recibirá la confirmación de la recepción de su queja. Si nos proporciona una dirección de correo electrónico legible, podremos ponernos en contacto con usted más rápidamente. A la hora de enviar una queja, por favor, facilite toda la información que pueda en relación al motivo de su queja.

Mfumo Wa Mahakama Ya Umoja Wa Dakota Ya Kusini unachukulia malalamiko yote yanayohusiana na huduma za ufikiaji wa lugha kwa umakini sana. Hakuna fomu mahususi inayohitajika wakati wa kuwasilisha malalamiko. Unaweza kuwasilisha malalamiko yako kwa kupitia barua au barua pepe kwa:

Sadie Stevens, Language Access Coordinator
Unified Judicial System
500 East Capitol Avenue
Pierre, SD 57501
Language.Coordinator@ijs.state.sd.us

Utapokea uthibitisho wa kupokelewa kwa malalamiko yako. Tunaweza kuwasiliana na wewe haraka zaidi ikiwa anwani ya barua pepe inayofanya kazi imetolewa. Wakati wa kuwasilisha malalamiko tafadhali toa taarifa nyingi iwezekanavyo kuhusiana na aina ya malalamiko yako.



የሰውዝ ዳከታ የተዋሃደ የፍትህ ስርዓት (South Dakota Unified Judicial System) ከቋንቋ ተደራሽነት አገልግሎቶች ጋር የተያያዙ ሁሉንም ቅሬታዎችን በቁም ነገር ይመለከታል። ቅሬታ በሚያስገቡበት ጊዜ የተለየ ቅጽ አያስፈልግዎትም። በደብዳቤ ወይም በኢሜል ቅሬታ ማቅረብ ይችላሉ።

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ቅሬታዎ መድረሱን ማረጋገጫ ይደርስዎታል። የሚነበብ የኢሜል አድራሻ ከቀረበ በበለጠ ፍጥነት ምላሽ ልንሰጥ እንችላለን። ቅሬታ በሚያስገቡበት ጊዜ እባክዎን ከቅሬታዎ ባህሪ ጋር በተገናኘ በተቻለ መጠን ብዙ መረጃን ያቅርቡ።

Ajuer Amatnhom e Löön Luui Thīn tō Thauth Dakota ee lööm nē kā jēmē ke yiic kedhie thiääk thook kenē käke yök ē thok apei. Aciēn warēṅ tōṅ e kōcṛ tē thiöōṅē kā jēmē yic. Tekdēt yīn lēu ba kē jēmē yic tuōc kē ye warēṅ cīi gōt wälē imel yic ago:

Sadie Stevens, Language Access Coordinator
 Unified Judicial System
 500 East Capitol Avenue
 Pierre, SD 57501
Language.Coordinator@ujis.state.sd.us

Yīn bē yök cīnē kēdun jēmē yic yök. Yok lēu buku dac jam arēt naa cīi imel lacök gam. Tē tooc yīn kē jēmē yic kē yīn gamē thōn gāk wēn thiääk thok kenē kēdun jēmē tē lēu en rot.



Sawsdagota sumas kibinima halaloda sistema kokele ela ñela jinisala fašabu kosasuna. kokelowaye wadala date añade wada hesuni. Inayeta wanimalama kokelowaye latabu wey imelabu nisamena:

Sadie Stevens, Language Access Coordinator
Unified Judicial System
500 East Capitol Avenue
Pierre, SD 57501
Language.Coordinator@uj.s.state.sd.us

Nisamebu iyya yono mabimakeda lata yona isamema kwowasi yono mabin makeda lata kosame kosona. amesi iteta kišabu kanitenasi imeleya šadiya kasondada. Ena ninama kokelowaye fašabu wadaki isame kaso.

Nidaamka Cadaalada ee South Dakota Judicial system wuxuu dhab u aqbalaa dhamaan cabashooyinka la xiriira helitaanka adeegyada luuqada. Foom gaara looma baahan marla la gudbinayo cabasho. Waxaad ku gudbin kartaa cabasho warqad ama iimaylka:

Sadie Stevens, Language Access Coordinator
Unified Judicial System
500 East Capitol Avenue
Pierre, SD 57501
Language.Coordinator@uj.s.state.sd.us

Waxaad heli doontaa xaqiijinta helitaanka cabashada. Waxaan u wada xiriirnaa si dhakhso haddii ciwaanka iimayl saxa la bixiyo. Markaad gudbinaysid cabasho fadlan bixi macluumaad badan intii macquula oo la xiriira nooca cabashada.



ሰውዝ ዳኮታ ዩኒፊካድ ፍርዳዊ ስርዓት ንዥሉ እቲ ምስ ኣገልግሎት ቋንቋ ዝተሓሓዘ ዝቕርብ ጥርዓን ተገዲሱ እዩ ዝርእዮ። ጥርዓን ክቕርብ ከሎ ፍሉይ ፎርም ኣየድልን እዩ። ጥርዓን ብደብዳቤ ወይ ኢሜል ኣቢልካ ከተረከብ ትኽእል ኢኻ ናብ፡

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ናይ ጥርዓንካ ቕብሊት መረጋገጺ ኽትቅበል ኢኻ፡፡ ብቕልጡፍ ክንዘራረብ ንኽእል ብቑዕ ኣድራሻ ኢ-ሙይል እንተ ሃልዩኻ፡፡ ጥርዓን ኣብ እተቕርበሉ ግዜ ብኽብረትካ መስቲ ዓይነት ጥርዓንኻ ዝኸይድ ክትረኽበ እትኽእል ሓበሬታ ብዝተኸላለካ መጠን ኣቕርብ፡፡

Hệ thống Tư pháp thống nhất Nam Dakota quan tâm đến tất cả các khiếu nại liên quan đến các dịch vụ hỗ trợ tiếp cận ngôn ngữ. Không có biểu mẫu nào là bắt buộc khi nộp đơn khiếu nại. Bạn có thể gửi đơn khiếu nại qua thư hoặc email tới:

Sadie Stevens, Language Access Coordinator
 Unified Judicial System
 500 East Capitol Avenue
 Pierre, SD 57501
Language.Coordinator@uis.state.sd.us

Bạn sẽ nhận được xác nhận đơn khiếu nại đã được tiếp nhận. Chúng tôi có thể liên lạc với bạn sớm hơn nếu được cung cấp một địa chỉ email rõ ràng. Khi gửi đơn khiếu nại, vui lòng cung cấp thông tin liên quan đến nội dung khiếu nại của bạn nhiều nhất có thể.

Appendix D: iSpeak Cards⁵

2004 Census Test	United States Census 2010
LANGUAGE IDENTIFICATION FLASHCARD	
<input type="checkbox"/> وضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic
<input type="checkbox"/> Խոսքով կեթ 'նշում' կամսովք առաջ քանակապեսով, կվե կստում' կամ' կարքով' եթ չաչալեն:	2. Armenian
<input type="checkbox"/> যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	3. Bengali
<input type="checkbox"/> លុយបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។	4. Cambodian
<input type="checkbox"/> Motka i kahon ya yangin untungnu' manaitai pat untungnu' kumentos Chamorro.	5. Chamorro
<input type="checkbox"/> 如果你能读中文或讲中文，请选择此框。	6. Simplified Chinese
<input type="checkbox"/> 如果你能讀中文或講中文，請選擇此框。	7. Traditional Chinese
<input type="checkbox"/> Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	8. Croatian
<input type="checkbox"/> Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	9. Czech
<input type="checkbox"/> Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	10. Dutch
<input type="checkbox"/> Mark this box if you read or speak English.	11. English
<input type="checkbox"/> اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.	12. Farsi

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⁵ 2004 census 2010 Test Language Identification Flashcard - GSA. (n.d.) from <https://www.gsa.gov/cdnstatic/iSpeakCards.pdf>

- | | | |
|--------------------------|--|--------------------|
| <input type="checkbox"/> | Cocher ici si vous lisez ou parlez le français. | 13. French |
| <input type="checkbox"/> | Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen. | 14. German |
| <input type="checkbox"/> | Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά. | 15. Greek |
| <input type="checkbox"/> | Make kazyè sa a si ou li oswa ou pale kreyòl ayisyen. | 16. Haitian Creole |
| <input type="checkbox"/> | अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएं। | 17. Hindi |
| <input type="checkbox"/> | Kos lub voj no yog koj paub twm thiab hais lus Hmoob. | 18. Hmong |
| <input type="checkbox"/> | Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet. | 19. Hungarian |
| <input type="checkbox"/> | Markaam daytoy nga kahon no makabusa wenno makasaoka iti Ilocano. | 20. Ilocano |
| <input type="checkbox"/> | Marchi questa casella se legge o parla italiano. | 21. Italian |
| <input type="checkbox"/> | 日本語を読んだり、話せる場合はここに印を付けてください。 | 22. Japanese |
| <input type="checkbox"/> | 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오. | 23. Korean |
| <input type="checkbox"/> | Vitavane/kaşagañi tinvavane/kaşagañi. | 24. Laotian |
| <input type="checkbox"/> | Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim. | 25. Polish |

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- | | | |
|--------------------------|--|----------------|
| <input type="checkbox"/> | Assinale este quadrado se você lê ou fala português. | 26. Portuguese |
| <input type="checkbox"/> | Însemnați această căsuță dacă citiți sau vorbiți românește. | 27. Romanian |
| <input type="checkbox"/> | Пометьте этот квадратик, если вы читаете или говорите по-русски. | 28. Russian |
| <input type="checkbox"/> | Обележите ovaj kvadratik ukoliko читате или говорите српски језик. | 29. Serbian |
| <input type="checkbox"/> | Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky. | 30. Slovak |
| <input type="checkbox"/> | Marque esta casilla si lee o habla español. | 31. Spanish |
| <input type="checkbox"/> | Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog. | 32. Tagalog |
| <input type="checkbox"/> | ทำเครื่องหมายในช่องนี้ถ้าคุณอ่านหรือพูดภาษาไทย. | 33. Thai |
| <input type="checkbox"/> | Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga. | 34. Tongan |
| <input type="checkbox"/> | Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою. | 35. Ukrainian |
| <input type="checkbox"/> | اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔ | 36. Urdu |
| <input type="checkbox"/> | Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ. | 37. Vietnamese |
| <input type="checkbox"/> | באצייכנט דעם קעסטל אייב איך לייענט אדער רעדט אידיש. | 38. Yiddish |

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Appendix E: Interpreter Code of Ethics⁶

INTERPRETER CODE OF ETHICS

Preamble.

Many persons who come before the courts are partially or completely excluded from full participation in the proceedings due to limited English proficiency or a speech or hearing impairment. It is essential that the resulting communication barrier be removed, as far as possible, so that these persons are placed in the same position as similarly situated persons for whom there is no such barrier. Interpreters help ensure that such persons may enjoy equal access to justice and that court proceedings and court support services function efficiently and effectively. Interpreters are highly skilled professionals who fulfill an essential role in the administration of justice.

Applicability.

This Code shall guide and be binding upon all persons, agencies, and organizations who administer, supervise use of, or deliver interpreting services to the judiciary.

Canon 1. Accuracy and completeness.

Interpreters shall render a complete and accurate interpretation or sight translation, without altering, omitting, or adding anything to what is stated or written, and without explanation.

Canon 2. Representation of qualifications.

Interpreters shall accurately and completely represent what their training and pertinent experience is and any certification they may have.

Canon 3. Impartiality and avoidance of conflict of interest.

Interpreters shall be impartial and unbiased and shall refrain from conduct that may give an appearance of bias. Interpreters shall disclose any real or perceived conflict of interest.

Canon 4. Professional demeanor.

Interpreters shall conduct themselves in a manner consistent with the formality and civility of the court and shall draw as little attention to themselves as possible.

Canon 5. Confidentiality.

Interpreters shall keep confidential all privileged and other confidential information.

Canon 6. Restriction of public comment.

⁶ *Interpreter code of ethics - UJS home.* (n.d.). from <https://uj.s.gov/uploads/pubs/InterpreterCode.pdf>

Interpreters shall not publicly discuss, report, or offer an opinion concerning a matter in which they are or have been engaged, even when that information is not privileged or required by law to be confidential.

Canon 7. Scope of practice.

Interpreters shall limit themselves to interpreting or translating, and shall not give legal advice, express personal opinions to individuals for whom they are interpreting, or engage in any other activities which may be construed to constitute a service other than interpreting or translating while serving as an interpreter.

Canon 8. Assessing and reporting inability to perform.

Interpreters shall assess at all times their ability to deliver their services. When interpreters have any reservation about their ability to satisfy an assignment completely, they shall immediately convey that reservation to the appropriate judicial authority.

Canon 9. Duty to report ethical violations.

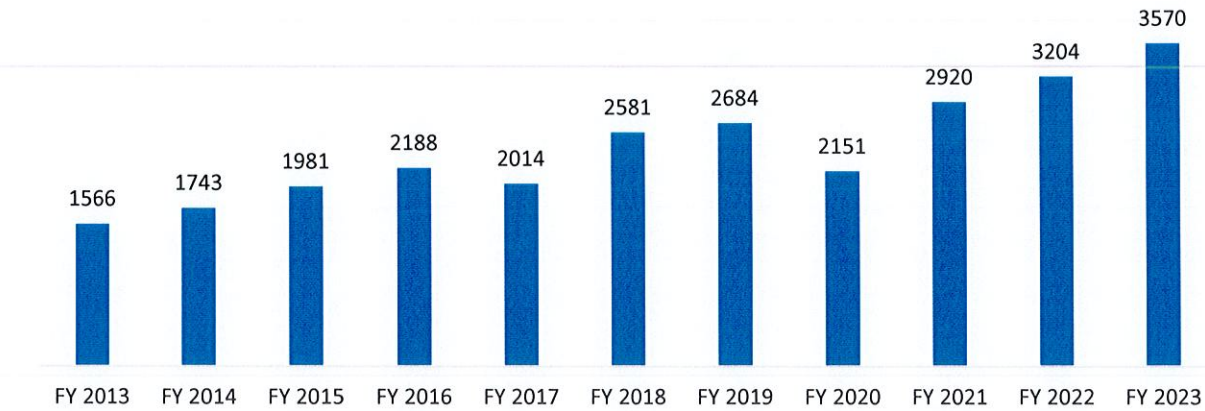
Interpreters shall report to the proper judicial authority any effort to encourage a lack of compliance with any law, any provision to this Code, or any other official policy governing court interpreting and legal translating.

Canon 10. Professional development.

Interpreters shall strive to continually improve their skills and knowledge and advance the profession through activities such as professional training and education, and interactions with colleagues and specialists in related fields.

Appendix F: Statewide and Circuit Usage

Statewide Interpreter Usage



Statewide: Top 10 Languages Requested

2021			2022			2023		
Spanish	1024	35%	Spanish	1437	45%	Spanish	1838	51%
Arabic	329	11%	Arabic	365	11%	Arabic	323	9%
Kunama	286	10%	Kunama	213	7%	Dinka	209	6%
Dinka	246	8%	Tigrinya	197	6%	Swahili	203	5%
Somali	219	8%	Dinka	150	5%	Kunama	179	4%
Nepali	174	6%	Somali	150	5%	Nepali	144	3%
Tigrinya	134	5%	Nepali	144	4%	Amharic	119	3%
Swahili	121	4%	Swahili	107	3%	Tigrinya	112	3%
Amharic	98	3%	Amharic	101	3%	Lao	101	3%
Vietnamese	45	2%	Lao	67	2%	Somali	1838	2%

FY 2023 Circuit Data

Circuit	Times Interpreters Used	Unique Languages
First Circuit	24	5
Second Circuit	3305	49
Third Circuit	216	7
Fourth	3	1
Fifth	11	5
Sixth	5	1
Seventh	6	2