



699 Ranstead St Ste. 4  
Philadelphia, PA 19106-2334  
E-mail: [aread@friendsfw.org](mailto:aread@friendsfw.org)

Telephone: (215) 733-0878  
(800) 729-1607  
Fax: (215) 733-0876  
Direct: Arthur N. Read (215) 690-5687

## MEMORANDUM

To: Legal Services Programs and Public Interest Advocates

Re: Pennsylvania Bar Institute CLE March 16, 2015 12:00 pm To 4:15 pm  
Opening the Courthouse Doors to Limited English Proficient Individuals-  
Language Access in PA Courts and Administrative Agencies  
Live Locations: Philadelphia, Allentown, Doylestown, Mechanicsburg, New Castle,  
Pittsburgh, Reading, West Chester, York  
Live Webcast: Register at <http://www.PBI.org> (on or after March 2, 2015)  
Legal Services attorneys: promo code: **legalserv2015** (for in person or webinar),  
Paralegals, Interpreters, & Court Administrators: \$29 fee (early registration).

Over the past year, the Administrative Office of Pennsylvania Courts (AOPC) has undertaken to require all judicial districts to fully implement the federal and state requirements for full access to all courts for LEP individuals including *pro se* litigants. This CLE seminar seeks to empower attorneys, paralegals, court administrators, judges, and court interpreters to each understand their roles in making those requirements a functioning reality.

The importance of full implementation of these requirements is demonstrated by a recently released study by the Sheller Center for Social Justice at Temple Law School, "*Barriers to Justice - Limited English Proficient Individuals and Pennsylvania's Minor Courts*" (Feb. 2015).<sup>1</sup> The report concluded that many of Pennsylvania's Magisterial District Justice Courts often failed to ensure that people with limited English proficiency understood court procedures and hearings.

We have worked closely with the Community Justice Project and Community Legal Services over the past year to make Pennsylvania courts, courthouses, and Pennsylvania administrative agencies more responsive to the needs of limited English proficient litigants. We would like to encourage you to have staff participate in this CLE so that they can be more effective advocates on behalf of these communities.

---

<sup>1</sup> See <http://www.law.temple.edu/pdfs/Sheller/LEPRecommendationsReport.pdf>.

### **PBI's Tuition Waiver Program for Legal Services and Public Interest Attorneys**

As you may know, PBI will provide a complete waiver of tuition fees for the first 12 hours of CLE taken to satisfy the Pennsylvania mandatory CLE requirement in any calendar year for all attorneys employed on a full-time basis by Pennsylvania civil or criminal Section 501(c)(3) legal services or public interest organizations. For additional courses (over and above the first 12 hours), eligible attorneys may enroll at 50 percent of the highest member fee. This waiver applies only to attorneys in Section 501(c)(3) organizations that provide legal services at no or de minimus fee to individual members of the public.

### **HOW TO REGISTER FOR THIS PROGRAM:**

Legal Services Attorneys may register to attend the Live Program in Philadelphia, or Simulcast Program at another location in either of the following ways:

- Complete and submit the registration form by regular mail or fax. Please identify the legal services organization by which you are employed and note the promo code **legalserv2015** on the registration form.
- **To Register to Attend a Live Webcast of the Program:**  
On or after Monday, March 2, 2015, go on-line at <http://www.PBI.org>, create an account and register using the promo code: **legalserv2015**. At the time of registration, please identify the legal services organization by which you are employed.

The promo code is only valid for this course and should only be used by legal services attorneys eligible to attend under PBI's tuition waiver program. Attorneys who register for the program using the above promo code that are not employed by a PBI approved legal services organization will be billed for their attendance at the program.

PBI has established a special rate of \$29 for Paralegals, Court Administrators and Interpreters who register in advance for the CLE. See Registration Form.

If you have questions or problems registering online, please contact, Angela Edris at [aedris@pbi.org](mailto:aedris@pbi.org) Evelyn Bupp at [ebupp@pbi.org](mailto:ebupp@pbi.org).

# OPENING THE COURTHOUSE DOORS TO LIMITED ENGLISH PROFICIENT INDIVIDUALS

Language Access in PA Courts and Administrative Agencies

12:00 PM TO 4:15 PM; CHECK-IN AND LUNCH BEGIN AT 11:30 AM

Philadelphia | Mon., Mar. 16, 2015

Live Webcast | Mon., Mar. 16, 2015

Go to [webcasts.pbi.org](http://webcasts.pbi.org) to register.

Simulcast | Mon., Mar. 16, 2015

Allentown, Doylestown, Mechanicsburg, New Castle  
Pittsburgh, Reading, West Chester, York



CLE CREDITS | 3 SUBSTANTIVE/1 ETHICS

Ethics information has been integrated throughout this program. To receive ethics credit, you must attend the entire course.

## COURSE PLANNERS

**Sharon R. López, Esq.**  
**Arthur N. Read, Esq.**  
**Beth Shapiro, Esq.**  
**Elisabeth S. Shuster, Esq.**

## FACULTY

**Honorable Marlene F. Lachman**  
**Oswaldo R. Avilés**  
**Dean M. Beer, Esq.**  
**Matthew Chea**  
**Agustín S. de la Mora, CFCI**  
**Janet C. Fasy**  
**Michael Hollander, Esq.**  
**Pearl H. Kim, Esq.**  
**Emilia Golanska Kovac, Esq.**  
**Richard C. Lengler, Esq.**  
**Lynn A. Marks, Esq.**  
**Leonard J. Rivera, Esq.**  
**Paul M. Uyehara, Esq.**  
**Mary Keane Vilter, Esq.**

*Additional faculty to be announced.*

## LEARN THE IMPACT OF RECENT CHANGES TO LANGUAGE ACCESS REQUIREMENTS

- ▶ Get updated on the implementation of the PA Court and Administrative Proceeding Interpreter Certification Law and regulations
- ▶ Educate yourself about language access requirements and how to better serve limited English proficient individuals

## UNDERSTAND THE MECHANICS OF WORKING WITH INTERPRETERS

- ▶ Know when to ask for an interpreter and what qualifications to look for
- ▶ Learn how to conduct a proper *voir dire* of an interpreter
- ▶ Hear tips on how to spot an unqualified interpreter (even if you don't speak the language)
- ▶ Understand appropriate use of simultaneous vs. consecutive modes of interpreting
- ▶ How to elicit testimony on direct and cross through an interpreter
- ▶ Recognize constraints on professional interpreter conduct

## EXPLORE THE ROLE OF THE JUDGE, INTERPRETER, COURT ADMINISTRATOR, AND ATTORNEY

## GAIN PRACTICAL ADVICE ABOUT EFFECTIVELY REPRESENTING LEP CLIENTS

- ▶ Learn tools to successfully communicate with LEP clients effectively and ethically
- ▶ Recognizing and addressing cultural differences, in your office and on the stand
- ▶ Confidentiality and language access
- ▶ Using jailhouse and family interpreters

## WE WOULD LIKE TO THANK THE FOLLOWING SPONSORS

- ▶ The Civil and Equal Rights Committee and the Minority Bar Committee of the PBA
- ▶ Hispanic Bar Association of Pennsylvania
- ▶ Asian Pacific American Bar Association of Pennsylvania
- ▶ The Public Interest Section of the Philadelphia Bar Association
- ▶ The Pennsylvania Interbranch Commission for Gender, Racial, and Ethnic Fairness
- ▶ Pennsylvanians for Modern Courts

## TO REGISTER

800-932-4637 | [WWW.PBI.ORG](http://WWW.PBI.ORG)

## DATES & LOCATIONS

8844

- Philadelphia • Mon., Mar. 16, 2015  
The CLE Conference Ctr., Wanamaker Building  
10th Fl., Suite 1010, Juniper St. entrance
- Simulcast • Mon., Mar. 16, 2015

## TUITION (INCLUDES COURSE BOOK AND LUNCH)

EARLY*		STANDARD
<input type="checkbox"/> \$199	Members — Pa., or any co. bar assn.	<input type="checkbox"/> \$224
<input type="checkbox"/> \$179	Members admitted after 1/1/11	<input type="checkbox"/> \$204
<input type="checkbox"/> \$219	Nonmembers	<input type="checkbox"/> \$244

## SPECIAL TUITION RATE

<input type="checkbox"/> \$29	Paralegals, Court Administrators and Interpreters	<input type="checkbox"/> \$54
<input type="checkbox"/> \$100	Judges and judicial law clerks	<input type="checkbox"/> \$125
<input type="checkbox"/> \$90	Judges and judicial law clerks admitted after 1/1/11	<input type="checkbox"/> \$115

**WEBCAST** Go to [webcasts.pbi.org](http://webcasts.pbi.org) for webcast tuition and to register. Online tuition differs from live course tuition.

\*Registrations received 3 or more business days before the presentation qualify for the Early Registration Discount.

**Registration Policy:**

Please register early! Save \$25 on registrations received 3 or more business days before the course date. Pre-registered customers will receive priority on the distribution of course materials. Walk-in registrations will be accepted on a space-available basis, but please check [www.pbi.org](http://www.pbi.org) or call (800) 247-4724 to confirm space is available and the schedule has not changed.

**Cancellation Policy:**

In order to receive a refund for cancellation (less a \$25 administrative fee), you must notify PBI by email, mail or FAX no later than 2 business days before the course date for the appropriate site. Otherwise, you will receive the course materials in full consideration of tuition paid.

**Registration Transfers:**

Requests for transfers will be honored if they are received before the course date.

**Services for Persons with Disabilities:**

If you require special arrangements, please contact Customer Service at (800) 932-4637 at least ten days before the course date.

**Speaker Substitutions:**

PBI reserves the right to substitute speakers at all programs.

**PBI Scholarships:**

PBI offers substantially reduced tuition for most PBI seminars to allow attorneys experiencing financial hardship to fulfill their mandatory education requirement. For details and an application, contact Scholarship Administrator at [scholarships@pbi.org](mailto:scholarships@pbi.org) or (800) 932-4637, ext. 2284 at least 30 days before the program. (Scholarships are not available for Online CLE.)

**Legal Services/**

**Public Interest Lawyers:**

PBI will provide a complete waiver of tuition fees for the first 12 hours of CLE taken to satisfy the Pennsylvania mandatory CLE requirement in any calendar year for all attorneys employed on a full-time basis by Pennsylvania civil or criminal Section 501(c)(3) legal services or public interest organizations. For additional courses (over and above the first 12 hours), eligible attorneys may enroll at 50 percent of the highest member fee. This waiver applies only to attorneys in Section 501(c)(3) organizations that provide legal services at no or de minimus fee to individual members of the public.

**Registration Confirmation:**

To receive a confirmation, please be sure to include your email address on the registration form.

**Weather Related Cancellations:**

Check [www.pbi.org](http://www.pbi.org) or call (800)-932-4637 ext. 2205.

# OPENING THE COURTHOUSE DOORS TO LIMITED ENGLISH PROFICIENT INDIVIDUALS

8844  
ae-1/26/15

## ■ DATES & LOCATIONS

- Philadelphia • Mon., Mar. 16, 2015
- Simulcast • Mon., Mar. 16, 2015 Location: \_\_\_\_\_

## ■ TUITION (INCLUDES COURSE BOOK AND LUNCH)

EARLY*	STANDARD
<input type="checkbox"/> \$199 Members – Pa., or any co. bar assn.	<input type="checkbox"/> \$224
<input type="checkbox"/> \$179 Members admitted after 1/1/11	<input type="checkbox"/> \$204
<input type="checkbox"/> \$219 Nonmembers	<input type="checkbox"/> \$244
<input type="checkbox"/> \$29 Paralegals, Court Administrators and interpreters	<input type="checkbox"/> \$54
<input type="checkbox"/> \$100 Judges and judicial law clerks	<input type="checkbox"/> \$125
<input type="checkbox"/> \$90 Judges and judicial law clerks admitted after 1/1/11	<input type="checkbox"/> \$115

**WEBCAST** Go to [webcasts.pbi.org](http://webcasts.pbi.org) for webcast tuition and to register. Online tuition differs from course tuition.

\*Registrations received 3 or more business days before the presentation qualify for the Early Registration Discount.

## ■ BOOK & AUDIO CD AVAILABLE

- Course Book 2015-8844 \$49 plus \$8.00 S&H & \$3.42 tax (\$60.42)
- Audio CD ACD-8844 \$39 plus \$8.00 S&H & \$2.82 tax (\$49.82)
- Audio CD & Book Set ACDS-8844 \$79 plus \$8.00 S&H & \$5.22 tax (\$92.22)

If you are ordering course materials separately, please allow two weeks after the first program for the shipment of books and 4 to 6 weeks for shipment of the CDs and book/CD sets.

Name \_\_\_\_\_ Atty. # \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email (required for confirmation) \_\_\_\_\_

Phone ( ) - - Fax ( ) - -

I have enclosed a coupon in the amount of \$ \_\_\_\_\_

for my  1st  2nd  3rd  4th  5th seminar.

A check made payable to PBI for \$ \_\_\_\_\_ is enclosed.

Charge my  American Express  MasterCard  Visa  Discover

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

 **MAIL**  
PBI  
5080 Ritter Rd.  
Mechanicsburg, PA  
17055-6903

 **FAX**  
717-796-2348

 **PHONE**  
717-796-0804  
800-247-4724  
800-932-4637

▶ [www.pbi.org](http://www.pbi.org)