



**BERNALILLO
COUNTY
METROPOLITAN
COURT**

**Language Access Plan
&
Americans with Disabilities
Act Plan**

BERNALILLO COUNTY METROPOLITAN COURT

Language Access Plan

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I. DEFINITIONS

Definition of “Bernalillo County Metropolitan Court:

“Bernalillo County Metropolitan Court,” “Metro Court,” and “the Court,” as used throughout this plan means the Metropolitan Court located in the city of Albuquerque and county of Bernalillo, New Mexico. The Court operates at the following sites:

Metropolitan Court
401 Lomas Blvd NW
Albuquerque, NM 87102

The Shops @ Metro Park
801 4th St. NW
Albuquerque, NM 87102

II. LEGAL BASIS AND PURPOSE

This document serves as the plan for the Bernalillo County Metropolitan Court to provide services to persons with limited English proficiency (“LEP”) or who are non-English speakers (“NES”) in compliance with federal and state law, including Title VI of the Civil Rights Act.¹ Language access services are further provided for in Executive Order 13166, the New Mexico Constitution, and New Mexico Statute.²

The purpose of this Language Access Plan (“Plan”) is to provide a framework for the provision of timely and reasonable language assistance to LEP persons who come in contact with the Metropolitan Court.

III. NEEDS ASSESSMENT

A. Statewide by Language

The State of New Mexico provides court services to a wide range of people, including those who speak limited or no English and those who are deaf or hard-of-hearing. According to data provided by the New Mexico Administrative Office of the Courts (“AOC”), the most frequently encountered languages in New Mexico's courts in FY 2024 – 2025 were (in descending order of frequency):

1. Spanish;
2. American Sign Language (“ASL”);

¹ Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); 45 C.F.R. § 80.1 et seq.; and 28 C.F.R. § 42.101–42.112.

² Executive Order 13166 was rescinded on March 1, 2025. On April 8, 2025, the New Mexico Supreme Court reaffirmed its commitment to provide language services for people who don’t speak English. *See*: <https://nmcourts.gov/wp-content/uploads/2025/04/NM-Supreme-Court-reaffirms-Judiciarys-commitment-to-language-access.pdf>

3. Navajo
4. Arabic; and
5. Vietnamese.

In Fiscal Year 2025, interpretation was provided in New Mexico's courts in a total of Eighty-Seven 87 different languages.

The Migration Policy Institute reports that 33% of New Mexicans speak a language other than English in the home. The number one (1) language statewide is Spanish, with Twenty-Five Percent (25%) of New Mexicans speaking Spanish in the home. Among those speaking Spanish in the home, Twenty-Seven Percent (27%) are Limited English Proficient.

B. Bernalillo County by Language

The following data shows the spoken (i.e., not signed) languages other than English that are most frequently used in Bernalillo County, which is this Court's geographic area.

1. Modern Language Association Data

The following information comes from the Modern Language Association ("MLA"). The MLA data³ indicates the percentage of county residents above the age of Five (5) who speak the language at home; it does not indicate proficiency or lack of proficiency in English.

The top Five (5) languages other than English in Bernalillo County are as follows:

- a. Spanish – 25.87%;
- b. Navajo – 0.93%;
- c. "Other specified North American Indian languages" – 0.67%;
- d. Vietnamese – 0.49%; and,
- e. Chinese – 0.45%.

In addition to those top Five (5) languages, the MLA data lists Twenty-Four (24) additional languages for Bernalillo County, each spoken by between 0.03% and 0.35% of the population. These listings can be viewed at the following web address: https://apps.mla.org/map_data

2. Migration Policy Institute Data

The following data comes from the Migration Policy Institute ("MPI").⁴

The MPI data indicates the percentage of county residents above the age of Five (5) who are classified as Limited English Proficient. MPI only lists a language if it is spoken by Five Percent

³ The MLA does not update its data annually. The data listed is the most current as of the date of this update to the Court's Plan.

⁴ MPI does not update its data annually. The data listed is the most current as of the date of this update to the Court's Plan.

(5%) or more of a county's total population or by Five Hundred (500) or more persons within a county, and if those speakers are also Limited English Proficient.

MPI lists the following LEP data for Bernalillo County:

- a. 45,600 Spanish-speaking LEP persons (7.3% of the County's population);
- b. 2,300 Vietnamese-speaking LEP persons;
- c. 1,200 Chinese-speaking LEP persons; and,
- d. 800 Navajo-speaking LEP persons.

C. Metropolitan Court by Language

The Metropolitan Court makes every effort to provide services to all LEP persons. This section describes the languages other than English that are most frequently used in the Court. The following data shows the requests for language access services in the Metropolitan Court.

1. Interpreters Used in the Courtroom

Interpretation services are most frequently used in the courtrooms⁵ of Metropolitan Court for the following languages:

- a. Spanish;
- b. ASL (or alternative forms of interpretation to serve deaf and hard-of-hearing individuals);
- c. Vietnamese;
- d. Swahili;
- e. Arabic ; and
- f. Chinese Mandarin .

Specifically, over a period from July 1, 2024 to June 30, 2025 ("Fiscal Year 2025"), interpreters were requested Five Thousand, Four Hundred Nine (5,409) times. Out of the requests, interpreters were utilized Four Thousand, Nine Hundred Ninety-Three (4,993) times to provide individuals with courtroom interpretation services in Spanish. Of the languages other than Spanish, Sixty-One (61) times were for Vietnamese, Forty-Four (44) times were for Swahili, Thirty-One (31) times each for Arabic and Chinese Mandarin, Twenty-Five (25) times in Kinyarwanda, Seventeen (17) times in Navajo, Eleven (11) times each in Farsi, Luganda, and Punjabi, Nine (9) times in Dari, Eight (8) times in Sango, Seven (7) times in Russian, Five (5) times in Turkish, Four (4) times each in Chinese Cantonese and French, Three (3) times each in Burmese, Dinka, Haitian Creole, Laotian, and Uzbek, Two (2) times in German, Korean, Nepali, and Thai, and One (1) time each in Cambodian, Hungarian, Japanese, Pashtu, Serbian, Somali, Tagalog, and Ukrainian. In addition to spoken language interpreters, signed language interpreters were requested Eighty-Seven (87) times. In addition to signed language interpreters being utilized for deaf or hard of hearing individuals, the Court also utilized the Communication Access Real Time Translation ("CART") captioning service Twelve (12)

⁵ During Fiscal Year 2025, the Court has held in-person, telephonic, and audio-visual courtroom hearings, which all constitute "in" the courtroom.

times in the courtroom.⁶ Interpreters also interpreted for witnesses in courtrooms Forty-Five (45) times in Spanish .

In addition, the Court's staff Spanish interpreters and the AOC's contract translators often help translate pleadings that have been filed in other languages into English for the Judges to address in the courtroom. During fiscal year 2025, the Court's staff interpreters translated Spanish pleadings Forty-Three (43) times. The staff interpreters also provided translations for signage for the courtrooms, Orders from Judges for LEP defendants, handouts for probation, which include consent forms, conditions of release, conditions of probation, and notices of hearings. The Court's staff interpreters also regularly provide Spanish translation of notice of hearings with audio-visual/telephonic instructions, instructions for the Court's schools, delay and Court closures, rental assistance information, and community service information.

2. Language Assistance Outside of the Courtroom

In July 2015, the Court began rolling out a Court-wide procedure for tracking when employees assisted LEP individuals outside of the Courtroom. All Divisions that are involved with any communication with the public regularly track the number of LEP individuals they assist utilizing CLI, Language Access Specialists, and other employees who speak languages other than English. For Fiscal Year 2025 (July 1, 2024 through June 30, 2025), employees assisted LEP individuals Seven Thousand, Six Hundred Ninety (7,690) times as follows:

- a. In addition to the above statistics, the Court's schools requested Spanish interpretation One Hundred Seventy-Three (173) times, but only completed Spanish interpretation One Hundred Forty (140) times⁷;
- b. The Court's Self-Help Center and Mediation Division share an office, where Three (3) of the Court's Language Access Specialists in Spanish work. The Self-Help Center's Language Access Specialists provided information and assistance to LEP individuals in Spanish One Thousand, Two Hundred Twenty-Four (1,224) times, and have helped other individuals in Arabic, Chinese-Mandarin, Swahili, Pashto and Kirundi. They have also helped Deaf and Hard-of-Hearing individuals. The Mediation Division Language Access Specialist helped LEP individuals in Spanish Fifty-Five (55) times;

⁶ The information contained in this paragraph is based on data compiled and maintained by the Manager over the Court's Interpreter Division. This information reflects the number of times interpretation services were provided by the Court and does not reflect the number of individuals for whom those services were provided. This is because, during some interpreter assignments, multiple clients may be served.

⁷ The Metropolitan Court operates a Driver Improvement School and an Aggressive Driving School virtually, and a Driving While Intoxicated School in-person.

- c. The Background Investigations Division Language Access Specialists assisted Ninety-Seven (97) LEP individuals in Spanish and other Spanish speaking staff assisted One Hundred Seven (107) LEP individuals in Spanish. The Background Investigations Division utilized CLI to assist other individuals who speak Chinese-Mandarin, Vietnamese, and Navajo and two (2) individuals who are deaf or hard-of-hearing;
- d. The Customer Service Division assisted Four Thousand, Fifty-Three (4,053) LEP individuals in Spanish, Five (5) individuals who were deaf/hard of hearing, and Three (3) individuals in Arabic, and other individuals in Vietnamese, Farsi, and Swahili;
- e. The Civil Division Language Access Specialists and other Spanish Speaking staff assisted One Thousand, Four Hundred Sixty-Five (1,465) LEP individuals in Spanish, and other individuals in Swahili and Vietnamese;
- f. The Standard Probation Division assisted One Thousand, One Hundred Twenty-Three (1,123) individuals in Spanish utilizing CLI, Language Access Specialists, and other Spanish speaking staff, and one (1) individual in Vietnamese.
- g. The Specialty Courts Probation Division assisted Four Hundred Ninety-Eight (498) individuals in Spanish utilizing Language Access Specialists and other Spanish speaking staff, and one (1) individual in Swahili.
- h. The Compliance and Close-Outs Division Language Access Specialists assisted Two Hundred Fourteen (214) individuals in Spanish; and
- i. The Court's Jury Division assisted Four Hundred Seven (407) individuals in Spanish and other individuals in Farsi/Dari, Vietnamese and Serbian. The Jury Division regularly utilizes certified interpreters to help prospective LEP jurors when they have questions about the jury forms they are required to fill out. The Court's staff Spanish interpreters have also helped interpret for prospective jurors during orientation Thirteen (13) times and during *voir dire* Twenty-Three (23) times for a total of Sixteen (16) hours and Thirty (30) minutes in Fiscal Year 2025. Jury staff also use the Court's LAS staff from other Court divisions to assist with daily tasks jurors have to complete.
- j. The Court's staff Spanish interpreters also regularly interpret for Spanish speaking clients during Specialty Court proceedings, which

include Domestic Violence Early Intervention Program (“EIP”), Domestic Violence Solutions, Treatment, and Education Program (“DVSTEP”), DWI Recovery Court, Urban Native American Healing to Wellness (“HTW”), and Community Veteran’s Court (“CVC”) along with helping to translate specialty court program documents for LEP individuals. In FY 25, the Court’s staff Spanish interpreters interpreted One Hundred Three (103) times for DVSTEP, EIP, and Recovery Court. In FY 25 the Court’s staff Spanish interpreters spent over Seventy-Seven (77) hours interpreting for civil trials and restitution hearings under the Uniform Owner Resident Relations Act. As with any Court ordered program, per the AOC issued Memorandum “Providing Interpreters for Court Ordered Programs, Services, or Events” dated August 3, 2016, the AOC is responsible for scheduling, paying, and providing language access services for any court-mandated services *operated and managed* [emphasis added] by the Court.

- k. Since 2019, the Court’s Traffic Arraignments have been primarily held through audio-visual and telephonic means with defendants being able to discuss their misdemeanor traffic offenses directly with the City of Albuquerque’s special prosecutors who are prosecuting these traffic cases. The Court’s staff interpreters have helped schedule interpretation Twelve (12) times in Arabic, Six (6) times in Farsi/Dari, Five (5) times in Vietnamese; Four (4) times in ASL; Two (2) times each for Chinese and Kinyarwanda; and One (1) time each in Burmese, Hungarian, Punjabi, Sango, Swahili, Tagalog, and Turkish for Traffic Arraignments.

When interpretation of languages other than Spanish is required outside of the Courtroom, Court employees regularly utilize the telephonic interpretation services provided by Certified Languages International (CLI), an outside interpretation service funded by the AOC.⁸ During Fiscal Year 2025, the Court used CLI Two Thousand Five Hundred Ninety (2,590) times. Usage was for the following languages: Spanish (2,308), Vietnamese (50), Swahili (44), Kinyarwanda (32); Mandarin (24); Arabic (23), Luganda (17); American Sign Language (11); Punjabi (8); Hindi (7); Farsi (6); Cantonese (5); Dari (5); Pashto (5); French (4); Haitian Creole (4); Nepali (4); Ukrainian (4); Dinka (3); Navajo (3); Russian (3); Serbian (3); Cambodian (2); Japanese (2); Kirundi (2); Thai (2); Uzbek (2); Burmese (1); Korean (1); Lao (1); Portuguese (1); Romanian (1); Taiwanese (1); Turkish (1)

3. Tracking Use of Interpreters

The Metropolitan Court will ensure that data tracking of its use of interpreters continues by means

⁸ The AOC can access reports on the use of the CLI phone service, which is used mostly for out-of-courtroom, and occasionally for in-courtroom interpretation services.

of the following steps:

- a. The Manager of the Court's Interpreter Division, as well as the staff interpreters, will continue to track the number of times in-person or Video Remote Interpretation ("VRI") services are required in the courtrooms of the Metropolitan Court. Tracking is done using Google Sheets, Odyssey Case Management Reports, and the Interpreter Intelligence ("II") System.
- b. The Court may request data from the AOC on the Court's use of the telephonic interpretation services both in and out of the courtroom for which the AOC has contracted on behalf of all state courts.
- c. Except for the Court's use of its own employees, who are Certified Court interpreters in Spanish, all interpreters are scheduled using a centralized interpreter scheduling management system, Interpreter Intelligence ("II"), managed by the AOC, or through CLI VRI, and VRI on-demand. The Court keeps accurate and detailed statistics on the use of in-person interpretation in the Court, particularly with respect to the use of its staff interpreters who generally provide all Spanish interpretation in the courtrooms in all criminal proceedings and civil proceedings. Contract interpreters are typically used in most criminal and civil bench trials and all civil and criminal jury trials, to provide additional coverage for when the Court's staff Spanish interpreters are not available, and in languages other than Spanish in civil and criminal courtroom proceedings.

IV. LANGUAGE ASSISTANCE RESOURCES

A. Interpreters Used in the Courtroom

1. Provision of Interpreters in the Courtroom

The provision of spoken-language and signed-language interpreters in court proceedings is based on New Mexico State statutes, the New Mexico Constitution, and in Rules 7-114 and 3-113 NMRA. In the Metropolitan Court, interpreters will be provided at no cost to court customers, witnesses, jurors, and other parties who need such assistance under the following circumstances:

- a. For a deaf or hard-of-hearing litigant, juror, observer (when an observer has submitted a request to the court prior to the proceeding), or witness in any type of court proceeding. Title II of the ADA requires local and state courts to provide qualified signed language interpreters or other accommodation to ensure effective communication with deaf and hard-of-hearing individuals.

- b. For an NES person, who is a principal party in interest or a witness in any case whether criminal⁹ or civil.
- c. For victims who are active case participants, i.e., testifying as a witness or making a statement at sentencing. Additionally, all victims are entitled to language access services regardless of whether they are testifying or present solely to observe the proceedings.
- d. For any NES juror. A certified court interpreter shall be provided to petit jurors, including jury orientation, voir dire, deliberations, and all portions of the trial.

It is the responsibility of the litigants or their attorneys (whether private attorneys, public defenders, or district attorneys) to provide qualified interpretation and translation services for witness interviews, pre-trial transcriptions, depositions, and mediations (except for those mediations that occur in the Metropolitan Court's Mediation Division), for translations, and for attorney-client communications during court proceedings. This includes any audio or video that may be provided as an exhibit or evidence. The AOC issued updated Guidelines, dated November 22, 2024, for audio recorded, video recorded or written materials in languages other than English. These Guidelines address circumstances in which interpreters may and may not be used to perform sight translation in the courtroom. They may be accessed at <https://languageaccess.nmcourts.gov/wp-content/uploads/sites/59/2024/12/11-on-the-spot-translation-memo-11-13-2024-1.pdf>.

Because Spanish language interpretation services are most frequently required in the Metropolitan Court, the Court is fortunate to employ One (1) full-time certified Spanish interpreter and One (1) full-time Justice System Interpreter (JSI) in Spanish.

2. Determining the Need for an Interpreter in the Courtroom

The Metropolitan Court determines whether an LEP court customer needs an interpreter for a court hearing in various ways.

- a. The LEP person may request an interpreter. The need for a court interpreter may be identified prior to a court proceeding by the LEP person or by someone else on behalf of the LEP person.
- b. Court employees may determine that an LEP person may need an interpreter. The Court has distributed "I Speak" cards that are in over Sixty (60) languages and also has made available to Court staff the toll-free phone number for CLI, which provides telephonic language interpretation. All Court staff, upon discovering that a party to a case is either LEP, deaf, or hard-of-hearing, are required to note that fact in the

⁹ In the Metropolitan Court, "criminal case" includes those cases that are designated CR (criminal), TR (traffic), DV (domestic violence), PR (parking), DW (driving while intoxicated), and FR (felony).

Court's electronic case management system ("CMS") so that Judges and other staff are alerted to the language access needs of that individual and interpretation services can be provided. Metropolitan Court staff will continue to note this information in the CMS.

- c. The statewide Odyssey system. Through the use of the Court's Odyssey electronic CMS, implemented in 2014, the Court is able to flag a person, the case in which the person is involved, and any hearings that are scheduled as requiring interpretation services and specify the language for which an interpreter is needed. Then, any time that person has a hearing before the Court; the need for an interpreter will already have been identified. The list of languages in Odyssey for which a party may be flagged includes spoken languages as well as American Sign Language. While Odyssey is a state-wide party-based system, Court staff are required to manually flag the global party and both the case summary, and hearings tabs if a party requires an interpreter. A report generated from the CMS is sent to the managers of the various divisions in the Court so that staff can ensure a second review is done and interpreter flags are manually entered on cases that need interpretation. If an interpreter is needed in a language other than Spanish, Court staff will send a request for an interpreter to a designated internal Court e-mail address so that an interpreter can be scheduled for any upcoming hearings. An internal Court e-mail address is also utilized for Spanish interpretation for when the hearing or trial is expected to be lengthy so that the Court can schedule additional Spanish interpreters.
- d. The need for an interpreter also may be made known in the courtroom at the time of the proceeding. The Metropolitan Court displays a sign in English, Spanish, Navajo, and Vietnamese that states: "You have the right to an interpreter at no cost to you. If you cannot speak or understand English, or if you need an American Sign Language interpreter, please contact the clerk for assistance." The Metropolitan Court displays this sign at the following locations within the Court: In the entrance foyer of each Courtroom, in Customer Service, in the Records Viewing Room, in the Jury Division Assembly, in the Jury Division check-in area, in the Probation Waiting Room, in the Mediation Division and Self-Help Center, and in other locations throughout the Court.
- e. Jurors may indicate on their qualification, questionnaire form, on the telephone, or in-person that they require an interpreter. The Jury Management System (JMS) has an option for Spanish speaking jurors to complete the qualification and questionnaire forms into Spanish. Once it is submitted in the portal, it translates the Spanish language into English.

- f. A judge may determine that it is appropriate to provide an interpreter for a court matter. Many people who need an interpreter will not request one because they do not realize that interpreters are available, or because they do not recognize the level of English proficiency or communication skills needed to understand the court proceeding. The Court does not have funding to provide interpreters for non-mandated proceedings. However, the Court does provide interpreters for parties that participate in its in-house voluntary Mediation Program. Also, the Court can provide some assistance within existing funding restrictions and will endeavor to do so for other non-mandated proceedings.

In a case where the Court is mandated to provide an interpreter, but one is not available at the time of the proceeding (even after the Court has made all reasonable efforts to locate one), the case will be postponed and continued until a date when an interpreter can be provided.

When an interpreter is unavailable for a case in which the court is not mandated to provide one, the Court utilizes a telephonic interpreter.

3. Remote Interpreting

Traffic and Parking arraignments, hearings, non-record bench trials and other short, non-evidentiary hearings including pretrial conferences are usually held by video at the Metropolitan Court. A remote interpreter may be used in compliance with Supreme Court Rules and AOC policies for the remote hearings conducted by video. Details to assist courts with telephone and video interpreting are posted at: <https://languageaccess.nmcourts.gov/services-programs/for-staff-judges>.

4. Court Interpreter Qualifications

The Metropolitan Court schedules interpreters for courtroom hearings in compliance with Supreme Court rules and AOC policies.

The Metropolitan Court has One (1) full-time certified Spanish interpreter and One (1) full-time Justice System Interpreter (JSI) on staff. Additional interpretation needs are coordinated by the Court Manager/Language Access Coordinator in charge of the Court's Interpreter Division.

When the Court has made a diligent effort to find a Certified Court interpreter or Justice System Interpreter ("JSI") and none is available, the Court may qualify a non-certified interpreter, with the approval of the AOC, for use in a single specific proceeding. In order to qualify the interpreter to interpret the proceeding, Judges must inquire into the interpreter's skills, professional experience, and potential conflicts of interest consistent with Rules 3-113 and 7-114 NMRA.

B. Language Services Outside the Courtroom

The Metropolitan Court takes reasonable steps to ensure that LEP individuals have meaningful access to services outside the courtroom. Providing language services outside the courtroom entails daily communications and interactions between court staff and LEP individuals to provide accessibility to court services, such as probation, self-help, jury, and mediation services to LEP court users.

This is perhaps the most challenging situation facing Court staff, because in most situations they are charged with assisting LEP individuals without an interpreter present. LEP individuals may come in contact with Court personnel via the phone, the public counter, or other means. The Two (2) most common points of service outside the courtroom are at the counter in the Court's Customer Service Division and also in the Court's Probation Division. Bilingual assistance is provided in those divisions by the placement of bilingual staff as is practical. The Court also periodically calls on certified Language Access Specialists and other bilingual staff from elsewhere in the Court to assist in those areas.

To facilitate communication between LEP individuals and Court staff in out-of-courtroom settings, the Metropolitan Court uses the following resources:

1. "I Speak" cards in over Sixty (60) languages have been provided to Court staff who work with the public to assist staff in identifying an LEP individual's primary language;
2. Multilingual signage in English, Spanish, Vietnamese, and Navajo, that also highlights signed-language services, is located throughout the Courthouse;
3. Telephonic interpreting services in over One Hundred Seventy-Five (175) languages through Certified Languages International ("CLI") are available to provide assistance throughout the Courthouse;
4. The Metropolitan Court employs Fourteen (14) Language Access Specialists ("LAS") in Spanish. These are bilingual employees of the Court who have successfully completed Language Access Specialist Certification training through and have been certified by the New Mexico Center for Language Access. They are a category of employee specifically created by the New Mexico Judiciary to ensure the delivery of meaningful language access services in out-of-courtroom settings. Periodically, information on upcoming training sessions to become a Language Access Specialist is distributed by e-mail to all employees;
5. Other bilingual employees;
6. A Spanish language voice message option for incoming callers, who are then routed to bilingual employees, as available;

7. Certified Court interpreters who are either employed by the Court or contracted to the Court may occasionally be used. Typically, however, Certified Court interpreters are not providing this type of informal interpretation as their time is devoted to the Courtroom;
8. Three (3) VRI stations for signed and spoken languages are located in key areas of the Court. In addition to the set stations, the VRI program is on a laptop and two (2) iPads that can be utilized anywhere in the Court when needed;
9. Availability of CART services;
10. A UbiDuo device that is placed in the Customer Service Division to be used to communicate with Deaf/Hard-of-Hearing individuals;
11. The Juror Portal allows Spanish speaking jurors to answer the Juror Qualifications form in Spanish and will auto-translate the answers to English for court staff; and
12. Boogie Board™ by Kent Displays, Inc. reusable writing tablets are available for use in the Self Help Center and Mediation Division to aid in communication with deaf and hard-of-hearing individuals.

V. TRANSLATED RESOURCES (WRITTEN AND AUDIOVISUAL)

A. Statewide Translated Resources

The Metropolitan Court understands the importance of translating forms and documents so that LEP individuals have greater access to services. Translation requests are submitted by the Metropolitan Court to the AOC's vendor via an online portal. For further details, *see* "New Translation Portal Instructions" at <https://languageaccess.nmcourts.gov/services-programs/for-staff-judges>.

Currently, the following translated resources are available statewide:

1. Supreme Court forms in bilingual format available at <https://languageaccess.nmcourts.gov/forms-files>:
 - a. Spanish: Domestic Violence, Domestic Relations, Interpreter request, Adult Guardianship, Civil Summons, Indigent Defense Eligibility Determination, and Extreme Risk Firearm Protection Order.
 - b. Spanish, Vietnamese, Chinese, and Arabic: Landlord Tenant
2. The website of the New Mexico Judiciary at <https://www.nmcourts.gov/>, including the Metropolitan Court page, has been professionally translated into Spanish. The Court's webmaster is responsible for notifying the AOC Language Access Planning Consultant whenever updates are made in English so that the AOC can make the corresponding updates on the Spanish mirror page.

3. Resources posted on the AOC Language Access Services website at: <https://languageaccess.nmcourts.gov/>. To help users who are LEP, blind/low-vision, low literacy, low computer literacy, or deaf/hard-of-hearing to navigate the site, an avatar is included. This virtual assistant speaks English, Spanish, and Navajo and can respond to either written or verbal commands.
4. Informational videos for Self-Represented Litigants in ASL, Spanish, and Navajo (with closed-captioning) are posted throughout the Language Access Services website.
5. Guardian and Conservator orientation program videos in Spanish are posted at: <https://adultguardianship.nmcourts.gov/acerca-de/programa-de-orientacion/?lang=es>.

B. Metropolitan Court Translated Resources

In addition to the statewide resources detailed above, the Metropolitan Court currently uses the following forms and instructional materials that have been translated into multiple languages.

1. The Court has the following documents in Spanish, translated by certified translators:
 - a. How to File a Lawsuit Pamphlet
 - b. How to Answer a Civil Lawsuit Pamphlet
 - c. Commonly Used Motions and Forms Pamphlet
 - d. Discovery Pamphlet
 - e. Pre-Trial and Trial Pamphlet
 - f. Appeal Pamphlet
 - g. Mediation Pamphlet
 - h. Collection of a Judgment Creditor and Debtor Pamphlet
 - i. Landlord's Process for Evicting a Tenant Pamphlet
 - j. Tenant's Relief and Response to Landlord's Eviction Process Pamphlet
 - k. Traffic Brochure
 - l. List of Those State Statute Charges that Have a Set Fine Amount
 - m. Notice of Non-Discrimination under the ADA and Federal Civil Rights Laws
 - n. Notice of Grievance Procedures under the ADA and Federal Civil Rights Laws
 - o. Complaint Form
 - p. Routing Information Sheet
 - q. Metropolitan Court Fees and Costs Schedule
 - r. Metropolitan Court Aggressive Driving School Student Worksheet
 - s. Driver Improvement School Personal Action Plan
 - t. Metropolitan Court Procedural Fairness Survey
 - u. Agreement to Mediate
 - v. Defendant's Release of Information and Consent Form
 - w. Three-Day Notice Poster for Customer Service

- x. Driver's License Suspension & Clearance Paperwork Info Sheet
- y. Traffic Arraignment Info Sheet (also translated into Arabic)
- z. Community Service FAQ Sheet
- aa. Conditions of Probation
- bb. Ignition Interlock Affidavit
- cc. Ignition Interlock Instructions
- dd. Outside Drug Testing Referral
- ee. Probation Officer Appointment Slip
- ff. Supervised Release Contract
- gg. Zero Tolerance Policy
- hh. Application for Free Process & Affidavit of Indigency
- ii. IPRA Poster
- jj. Marriage Information Sheet
- kk. How to Serve a Civil Summons Flyer
- ll. Court Decorum Flyer
- mm. Notice of Right to Interpreter (translated into Eleven (11) languages)
- nn. Handicap Elevator Notice
- oo. Probation Defendant Release Information
- pp. Arraignment Information Advice of Rights (including the Traffic, Parking, and Animal Ordinance Arraignment and Advice of Rights, which has also been translated into Arabic)
- qq. Requesting a Court Hearing for a Parking Citation
- rr. Legal Clinic Flyer
- ss. Legal Clinic disclaimer/assistance statement
- tt. Notice regarding medical implant devices through security
- uu. ADA Request Form
- vv. Civil Summons in bilingual (English/Spanish) format
- ww. Notice of Telephonic Hearing
- xx. Penalty Assessment Chart
- yy. Civil Pre Trial Scheduling Order
- zz. Order Setting Conditions of Participation in DWI Court
- aaa. Juror Orientation/Frequently Asked Questions
- bbb. Community and Legal Services
- ccc. Witness and Exhibit List forms
- ddd. Appearance, Plea, and Waiver form
- eee. Defendant's Release of Information and Consent Form
- fff. Damage Assessment Form and Letter

2. The above-described civil pamphlets (paragraphs a.-j.) are available to staff and the public at the Court's Self-Help Center, in the civil Courtrooms, and in Customer Service. Application for Free Process (paragraph hh.) is available in the Self-Help Center of the Court for self-represented litigants along with the Exhibit and Witness List forms (ccc.). Also available in the Self-Help Center is the Community and Legal Services (bbb.) handout. The Traffic Brochure (paragraph k.) has been provided by the Court in English and Spanish to the

Albuquerque Police Department for distribution to the public by police officers when they give out traffic tickets. The telephonic notices (ww.) are mailed out to defendants that have pending hearings with the Court.

3. All of the above documents (except for p.-gg., ii.-tt, and eee.) are on the internet at <https://metro.nmcourts.gov/>, which also contains considerable additional content in Spanish. The Routing Information Sheet (paragraph p.) is handed out in the Courtroom as appropriate; the Agreement to Mediate and Defendant's Release of Information and Consent Form (paragraphs u. and v.) are handed out in certain divisions in the Court; the Metropolitan Court Fee and Costs Schedule (paragraph q.) is posted in Customer Service and in the Records Viewing Room. The Metropolitan Court Aggressive Driving School Student Worksheet and Driver Improvement School Personal Action Plan (paragraphs r. and s.) are handed out in the Court's Driver Education Class. The Metropolitan Court Procedural Fairness Survey (paragraph t.) is handed out in our Specialty Courts. The Three-Day Notice Poster for Customer Service (paragraph w) is posted in Customer Service. The forms listed in paragraphs x. through jj. and oo. through qq. are internal forms used by various divisions within the Court and handed out to defendants as appropriate. The How to Serve a Civil Summons Flyer and the Court Decorum Flyer (paragraphs kk. and ll.) are posted in the Self-Help Center. Also posted in the Self-Help Center and Customer Service is the Legal Clinic Flyer (rr.). The Legal Clinic disclaimer/assistance statement (ss.) is posted during the Court's monthly free legal clinic in and around the Court's Ninth (9th) floor, if the monthly Legal Clinic is taking place in person. The Notice regarding medical implants (tt.) is located in the security area of the Court before people pass through the metal detectors to fully enter the courthouse. Form bbb. is available for use by the Civil Judges when issuing a pretrial scheduling order to a party in a civil case who speaks Spanish. Form ccc. is available for use by Criminal Judges when a Spanish speaking defendant is ordered to attend the DWI Recovery Specialty Court. Form aaa. "Juror Orientation/Frequently Asked Questions" is provided by the Jury Division to jurors and is also available online. The "Juror Orientation/Frequently Asked Question" form provides information on how to request an interpreter, make an ADA accommodation, and who is exempted or excused from jury duty. The Appearance, Plea, and Waiver form (ddd.) is available for use for when a Spanish speaking defendant wishes to enter a plea of guilty or no contest to a penalty assessment misdemeanor charge prior to seeing a Judge. The Defendant's Release of Information and Consent Form (eee.) is available to the Defendant if they wish any parts of their treatment through a probation program be shared with another provider. The Damage Assessment Form and Letter (fff.) is a form used by the Probation Division to send out to assess restitution in criminal cases if the Judge has ordered restitution be paid in a criminal matter.
4. In addition to the AOC translating documents for the Court, the Court's staff interpreters help translate documents for regular use by various divisions of the

Court. The Court's staff interpreters regularly interpret various updates to the forms below as well. The following documents translated by the Court's staff interpreters are handed out to Spanish speaking Defendants:

- a. DWI Recovery Court Handbook;
- b. Tips to Avoid Dilutes – DWI Recovery Court;
- c. Order Setting Conditions of Participation in DWI Recovery Court;
- d. Log-In Instructions for Online School;
- e. Order for Video Appearance;
- f. Discovery Order;
- g. Outreach Court paperwork; and
- h. MVD Clearance paperwork.
- i. Defendant's Consent Form to Receive Text Messages
- j. Probation Division Restitution Receipt
- k. Probation Supervised Release Contract
- l. List of Treatment Providers
- m. Jury Message Phone Line Instructions *Note: The Court's website can be viewed in English and Spanish. Languages Other Than Spanish ("LOTS") and Spanish speaking jurors do not call the Metropolitan Court Jury Message Phone Line. They are requested to call the Jury Division's main line so that staff can utilize LAS or CLI to give the prospective juror information in other languages.

5. Probation Division forms (a.-c.) are regularly handed out to Spanish Speaking defendants who are participating in the Court's DWI Recovery Specialty Court. The above-referenced instruction forms (d.-i. and l.) are primarily used by the Customer Service Division, Standard Probation Division, Screening Staff, and/or Jury Division to be given to Spanish speaking individuals when needing more information regarding schools and jury service. Probation forms j.-k. are primarily used by the Standard Probation Division for Spanish Speaking defendants.
6. The Court has identified a need to have all pleadings translated into Spanish. Many years ago, the Supreme Court appointed the New Mexico Language Access Advisory Committee (originally the Court Interpreter Advisory Committee), which included representatives from the Court. Its purpose is to address language access issues impacting all New Mexico courts. In 2013, the Supreme Court appointed the New Mexico Judicial Translation Project Team, which is a sub-committee of the New Mexico Language Access Advisory Committee and includes representatives from the Court. Its purpose is to address forms, other types of written translation, and the broader implications of document translation for New Mexico's courts. As a result of the work of the New Mexico Judicial Translation Project Team, a District Court Self Help Guide was launched in English and Spanish in December 2015. While the Metropolitan Court is a Court of Limited Jurisdiction, much of this guide has been useful to self-represented litigants in this Court.

7. As the only state in the United States that seats limited or non-English speaking jurors, the AOC provides on the New Mexico Judicial Branch website the juror questionnaire, qualification form, handbook, jury scam flyer, and orientation video (open captioned) in Spanish. The questionnaire and qualification form are also provided in Navajo. The orientation video with the open captioning in Spanish can be found at: <https://www.youtube.com/watch?v=y78rNViGCS4>. The orientation video is also available open captioned in English to assist deaf or hard of hearing jurors and can be found at: <https://www.youtube.com/watch?v=enNQ0PSDWd0>. The above-listed documents can be found in Spanish at <https://jury.nmcourts.gov/jury-related-forms/>. The Jury Division of the Court regularly requests excusals, disqualifications, and postponement documents to be translated into other languages.
8. The notice described in paragraph mm. above reminds the public that they are entitled to an interpreter free of charge, and asks them to check the box by the language they need. This resource is available to download at: <https://languageaccess.nmcourts.gov/forms-files/>.
9. In Fiscal Year 2018, the Court added language to several forms for use in the civil division so that a party can easily request an interpreter when initiating a civil action or responding to a civil action. This also assists the Court so that the Court can take reasonable steps to assist any LEP individual for their civil hearings. The forms that have been updated include: Petition by Landlord for Restitution, Petition by Landlord for Termination of Tenancy and Judgment of Possession, Answer to Petition for Restitution, Petition by Resident for Possession, Complaint by Resident for Return of Deposit, Complaint in Forcible Entry and Detainer, Civil Complaint, Civil Complaint for Unpaid Wages, and Answer to Civil Complaint. The AOC translated the Application for Free Process form into Spanish, with the Spanish translation appearing directly under the English instructions for use statewide. As of Fiscal Year 2023, the AOC has translated all “Landlord Tenant” forms into Arabic, Chinese, Spanish, and Vietnamese.

VI. COURT STAFF AND VOLUNTEER RECRUITMENT

A. Recruitment of Bilingual Staff for Language Access

The Metropolitan Court is an equal opportunity employer. It is the continuing policy of the Court to afford equal employment opportunities to qualified individuals regardless of their race, color, religion, sex, pregnancy, childbirth or condition related to pregnancy or childbirth, parental status, genetic information (including family medical history), age, national origin, ancestry, physical or mental handicap, disability, serious medical condition, veteran status, spousal affiliation, sexual orientation, gender identity, socioeconomic status, or political affiliation and to conform to

applicable laws and regulations. Equal opportunity encompasses all aspects of employment practices including, but not limited to, recruitment, hiring, placement, promotion, classification, referral, termination, layoff, recall, transfer, leave of absence, compensation, fringe benefits, and training. The Court recruits and hires bilingual staff to serve its LEP constituents. The Bernalillo County Metropolitan Court is committed to maintaining a diversified workforce that reflects the available labor force in the community. Overall, the Bernalillo County Metropolitan Court's workforce is representative of the available labor force in the community.

The Court has been very successful in its recruitment efforts. Primary examples include, but are not limited to:

1. One (1) full-time Certified Court Spanish language interpreter and One (1) full-time Justice System Interpreter are employees of the Court;
2. Employees who are bilingual in Spanish serve in the Customer Service Division and Civil Division, which staffs the public counters on the first floor and fields calls from the public;
3. Employees who are bilingual in Spanish serve in the Court's Probation Division;
4. Employees who are bilingual in Spanish serve in the Court's Background Investigations Division, which not only conducts criminal background investigations of defendants, but also releases defendants from the detention center on their own recognizance ("ROR"), and processes defendants posting bonds for their release from jail;
5. Employees who are bilingual in Spanish serve in the Court's Courtrooms;
6. Fourteen (14) full-time employees who are Court Language Access Specialists in Spanish serve in the Court's Self-Help Center and Mediation Office, Administration, Customer Service, Compliance and Close-Out Division, Background Investigation Division, Civil Division, Probation Division, and the Human Resource Division; and
7. Bilingual employees in the various divisions are willing to assist other divisions with contacts from LEP individuals, as needed.

B. Recruitment of Volunteers for Language Access

The Court also recruits and uses volunteers to assist with language access in the Mediation Division and the monthly Metro Court Legal Clinic.

VII. JUDICIAL AND STAFF TRAINING

The New Mexico State Courts and the Bernalillo County Metropolitan Court are committed to providing language access training opportunities for all judicial officers and staff members. Training and learning opportunities currently offered by the New Mexico Supreme Court and Metropolitan Court will be expanded or continued as needed. These opportunities include:

1. Mandatory language access training for all new employees and continuing employees on an annual basis, using a language access training video, Language Access is Equal Access, developed by the New Mexico Judiciary along with a Metropolitan Court created training video and a PowerPoint titled Non-Discrimination and Commitment to Access. A policy directive mandating the statewide training was issued by the Supreme Court in the form of an Order in April 2011. A subsequent policy directive was issued by the AOC in October 2011 in the form of a Language Access Training Policy. The AOC distributed an accompanying training acknowledgement form, which is to be signed by each employee and added to the employee's personnel file after training has been completed. The Court requires regular training opportunities.
2. Additional language access training for new and current employees using another video, Breaking Down the Language Barrier, a training tool provided by the Department of Justice;
3. Scholarships and wage incentives (as available) to encourage the enrollment of current bilingual employees in the LAS certificate program offered through the New Mexico Center for Language Access. The AOC periodically sends out broadcast e-mails to judicial branch employees on this program;
4. Language Access Specialists are required to maintain certification by earning Continuing Education Units (CEU). LAS's must earn Four (4) CEU's per year. The New Mexico Center for Language Access provides free webinars throughout the year and a twice yearly symposium, which count toward earning CEU's. The webinars and symposium provide training on diverse topics, including: court terminology, LAS code of ethics, ASL fundamentals and more. The LAS Symposium was most recently held on April 30, 2025, which many of the Court's LAS attended
5. A Judges' Portal containing video content, guidelines, and other resources on the following topics: Fundamentals; Tips for Interpreted Proceedings; Deaf and Hard of Hearing and LEP Jurors; Native Americans in our Courts. See <https://nmcenterforlanguageaccess.org/cms/en/for-judges/welcome-to-the-judges-portal>
6. Video Remote Interpreter Training available at the following link: <https://languageaccess.nmcourts.gov/training-resources>

7. Conferences, judicial conclaves, webinars, etc. that include sessions dedicated to language access topics, organized by AOC Language Access Services and its partner, the NM Center for Language Access;
8. The AOC and national colleagues have developed the Language Access Basic Training (“LABT”), a downloadable interactive training program. The training is geared toward all judicial employees, and also contains more intense modules of practice and skills assessment for bilingual employees. Training topics include Legal Basis; Ethics; and Roles of Court Staff and Cultural Competency. The LABT is available at: <https://www.nmcenterforlanguageaccess.org/lafund>.
9. Instruction for all staff on the Court's LAP policies and procedures, as described in this plan and in the Court’s Policy of Non-Discrimination under the ADA and Federal Civil Rights Laws and corresponding Grievance process;
10. Interpreter coordinator training; and
11. Judicial officer orientation on the use of court interpreters and language competency.

VIII. FUNDING AND PROCUREMENT ISSUES

The Metropolitan Court commits significant resources to the following language access efforts: employing Two (2) Spanish interpreters; signage; and assistive listening/interpreting equipment in all the Court’s courtrooms. The New Mexico Supreme Court and the AOC also commit significant resources to the following language access efforts to benefit all state courts on a regular basis: signage; assistive listening/interpreting equipment; VRI cameras and monitors for signed language and spoken languages; certified interpreter services for court proceedings for spoken and signed languages; training and certification of interpreters and Language Access Specialists; CART; a UbiDuo device; 24/7 telephonic interpreting available in One Hundred Seventy-Five (175) languages; ASL VRI services through CLI for out-of-courtroom communication with LEP individuals; Boogie Board™ by Kent Displays, Inc. reusable writing tablets are available for use in the Self Help Center and Mediation Division to aid in communication with deaf and hard-of-hearing individuals; and the development of related training materials for court personnel and language access service providers. The New Mexico Judiciary will continue to support the Metropolitan Court's language access efforts through these services and will work to identify new funding opportunities to support language access efforts across the judiciary and specific to the needs of the Metropolitan Court. The Metropolitan Court also benefits from support provided by the New Mexico Technology Assistance Program (NMTAP), which offers a Device Loan Program allowing individuals with disabilities to borrow assistive technology devices and software on a short-term basis. NMTAP provides free services to help New Mexicans with disabilities access the assistive technology they need, regardless of age, location, or type of disability.

IX. PUBLIC OUTREACH AND EDUCATION

To communicate with the Court's LEP constituents on various legal issues of importance to the community and to make them aware of services available to speakers of any language, the Bernalillo County Metropolitan Court provides community outreach and education and seeks input from its LEP constituency to further improve services. Outreach and education efforts include:

1. Information on Court processes is available in Spanish on the Court's publicly accessible website at <https://metro.nmcourts.gov/>. The website also directs the public to the Court's general information phone number where Spanish speakers are directed in Spanish to press a number on their phone so that their calls can be directed to one of the Court's bilingual employees.
2. In 2017, the Metropolitan Court began holding a free monthly legal clinic. Two paralegals from the Court's Self-Help Center, who are also Court Language Access Specialists in Spanish are an integral part of the clinic providing self-help assistance, intake, and interpretation. Attorneys, including bilingual attorneys, participate in this clinic and volunteer their time to help people navigate their court cases.
3. One of the paralegals/LAS from the Court's Self-Help Center also regularly participates on behalf of the Court in events such as the Law-La-Palooza Free Legal Fair, which is held several times per year in different locations throughout the County of Bernalillo. At the legal fair, representatives from the Second Judicial District Court Pro Bono Committee, volunteer lawyers and judges, and other volunteers provide legal information and legal advice to the public at no charge. The Court's representative is not an attorney and as a representative of the Court cannot provide legal advice. However, she staffs a table with a banner for the Metropolitan Court and provides information on the Court's Self-Help Center and other services provided by the Court, as well as information on both civil and criminal procedure. She also provides pamphlets on various aspects of civil litigation, which are in both Spanish and English. As she is a Language Access Specialist and bilingual in Spanish, she is able to assist individuals in both Spanish and English.
4. The paralegal/LAS referenced above and other court employees have also participated in the NM Judicial Translation Project Team, which created a Self-Help Guide for District Court in English and Spanish.
5. In fiscal year 2018, the paralegal/LAS served as an appointed liaison for the Access to Justice Commission (ATJ) on statewide language access services and continued to do so in fiscal year 2019 and Fiscal Year 2020. Since November 2021, the attorney supervising the Self-Help Center has served on the ATJ Commission. The paralegal/LAS also represents the Metropolitan Court at the Programs Committee Court Services and Consortium Committee where she reports on language access services.

6. Throughout fiscal year 2019, the paralegal/LAS was able to assist at the Second Judicial District Court Pro Bono Committee sponsored Real ID Clinic where she assists and translates for LEP clients. In May 2019, she was able to attend the National Equal Justice Conference in Kentucky where she attended break-out sessions related to providing language access services. Attending these events has made it possible to share information as well as gather resources for LEP individuals that visit the Self-Help Center.
7. In June of 2018, the Court also established a forms wall near the Customer Service area of the Metropolitan Court so that customers can easily obtain forms they may need. Spanish pamphlets and Spanish signage were added to the forms wall to aid LEP individuals who speak Spanish.
8. In March 2019, thanks to a program supported by AOC Language Access Services and the 2nd Judicial Pro Bono Committee, the Metropolitan Court began referring customers who need scribe services to the ReadWest volunteers, who are housed at the Second Judicial District Court. On February 17, 2024, the New Mexico Supreme Court issued Supreme Court Order No. S-1-AO-2024-00009 permanently implementing the scribing program in all New Mexico state courts. Rule 23-113 NMRA was amended to allow court staff to participate in the scribing program.
9. In November 22, 2019, the paralegal/LAS prepared a training and conducted a webinar for Language Access Specialists on frequently used Spanish terms in Alternate Dispute Resolutions (“ADR”)/Mediations and Online Dispute Resolution (“ODR”) settings.
10. In May of 2021, representatives from the Court, including the paralegal/LAS, had an audio-visual meeting with the Consulate of Mexico’s Albuquerque Office, and exchanged information on the services that each provides.
11. Since the inception of the Metropolitan Court Free Legal Clinic in 2017, the Court has utilized the help of the Court’s LAS, CLI, and VRI to help the volunteer attorneys communicate in languages other than English, including ASL, to LEP individuals. The interpretation services have been provided both for the in-person legal clinics prior to March 2020 and more recently with the telephonic legal clinics. The Court has also actively recruited bilingual attorneys to volunteer their time to ensure access to LEP individuals who wish to attend the legal clinic.
12. Bilingual Court representatives participating on and collaborating with the Access to Justice Commission, which is a state-wide group committed to expanding and improving legal services for low-income New Mexicans; the Second Judicial District Pro-Bono Committee, which is a local committee

comprised of court staff, legal service providers, and volunteer attorneys as described in the Access to Justice State Plan and who are tasked with increasing and strengthening pro bono services at the local level; the State Bar of New Mexico Legal Services and Programs Committee Court Services and Consortium Committee, which is a statewide committee that facilitates cooperation and coordination of the legal services provided by various segments of the State Bar and increases public access to the civil justice system. Previously, staff regularly met with the New Mexico Language Access Advisory Committee, which was a state-wide committee tasked with reviewing rules, policies, and plans to expand language access and ensure courts are in compliance with Title VI, but staff are now in regular communication with the AOC's Diversity and Inclusion Department. The Court also had representatives serving on the state-wide New Mexico Judicial Translation Project Team and the state-wide Literacy Challenges Working Group until those committees ceased to exist.

13. Court representatives regularly visit and work with local community organizations in order to provide them with information on services provided by the Court and on how LEP individuals can access Court services and information. Through the Court's involvement with various community service organizations, many of which serve LEP individuals, the Court is able to be a presence in the LEP community.
14. The Court solicits input from the LEP community and its representatives through surveys and by continuing its meetings with various community service organizations on how LEP individuals can access Court services.
15. The Court has benefited from state-wide Public Service Announcements regarding the accessibility of the courts, which the AOC distributed to radio stations (in English, Spanish, Navajo, and Vietnamese).
16. Upon signature of the latest revision of this Plan, the Chief Judge or Court Executive Officer will send a notice to known local legal and community stakeholders enclosing the Plan.

X. GRIEVANCE PROCEDURE

The Bernalillo County Metropolitan Court publishes documents in English and Spanish on its website at www.metro.nmcourts.gov that advise the public of their rights under the ADA and Federal Civil Rights laws, as well as how to instigate a complaint, which can include complaints regarding timely and reasonable language assistance to LEP persons who come in contact with the Metropolitan Court. See **Attachments 1-4** to this Plan. These documents can be translated into additional languages upon request.

XI. PUBLIC NOTIFICATION AND EVALUATION OF LANGUAGE ACCESS PLAN

A. Plan Approval and Notification

The Bernalillo County Metropolitan Court's Language Access Plan is subject to approval by the Chief Judge and the Court Executive Officer. Upon approval, a copy will be forwarded to the AOC. Any revisions to the plan will be submitted to the Chief Judge and Court Executive Officer for approval, and then forwarded to the AOC. Copies of this Plan will be provided to the public upon request. The plan is available in English as well as Spanish, translated by a certified translator contracted by AOC. In addition, the Court posts this Plan on its public website at metro.nmcourts.gov, and the AOC posts it on the New Mexico State Courts' public website at <https://languageaccess.nmcourts.gov>.

B. Annual Evaluation of the Plan

The Bernalillo County Metropolitan Court will routinely assess whether changes to the Plan are needed. Every year, the Court's Language Access Plan Coordinator will review the effectiveness of the Court's Plan and update it as necessary. The evaluation will include identification of any problem areas and development of corrective action strategies. Elements of the evaluation will include:

1. Number of LEP persons requesting court interpreters and out-of-courtroom language assistance;
2. Assessment of current language needs to determine if additional services or translated materials should be provided;
3. Solicitation and review of feedback from LEP communities within the County of Bernalillo;
4. Assessment of whether Court staff adequately understand LEP policies and procedures and how to carry them out;
5. Review of feedback from Court employee training sessions;
6. Customer satisfaction feedback; and
7. Ensuring that all time-sensitive references, rules or policies that are subject to change, and individuals mentioned in this plan are up-to-date.

C. Bernalillo County Metropolitan Court Language Access Plan Coordinator:

Florice Barraza-Corral, Language Access Plan Coordinator
Bernalillo County Metropolitan Court
401 Lomas NW, Albuquerque, New Mexico 87102

metrxfb@nmcourts.gov
(505) 841-8299

D. AOC Language Access Plan Coordinator:

Freda Valdez, Statewide Program Manager, Language Access Services
New Mexico Administrative Office of the Courts
111 Lomas Blvd. NW, Albuquerque, NM 87102
aocfev@nmcourts.gov
505-231-9229

E. Language Access Plan Effective Date:

See: Language Access Plan & Americans with Disabilities Act Plan signature page.

**BERNALILLO COUNTY METROPOLITAN COURT
ADA PLAN**

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I. LEGAL BASIS AND PURPOSE

The New Mexico Administrative Office of the Courts (“AOC”) and the Bernalillo County Metropolitan Court are committed to ensuring equal access to and full participation in court programs, court services, and court activities for qualified individuals with disabilities, including attorneys, litigants, defendants, probationers, witnesses, victims, potential jurors, and public observers of court proceedings.

The Americans with Disabilities Act of 1990 (ADA) was enacted to prohibit discrimination against people with disabilities. Under Title II of the ADA, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of programs, services, or activities of a public entity. This prohibition applies to the New Mexico state courts as providers of public programs, services, and activities. Pursuant to the ADA, people with disabilities have an equal opportunity to access, use, and fully participate in court programs, services, and activities and not be discriminated against because of their disability.

A person is considered disabled for purposes of the ADA if the person has a mental or physical impairment that substantially limits a major life activity. “Major life activities” include, but are not limited to: reading, communicating, performing manual tasks, seeing, hearing, standing, walking, breathing, and the operation of a major bodily function.

The ADA also protects people who have a record of such an impairment or who are regarded as having such an impairment, if being perceived as having a disability results in discrimination.

It is important to remember that not all disabilities are obvious. “Invisible disabilities,” such as psychological or cognitive conditions, can substantially limit a person’s ability to engage in major life activities.

Any individual with an interest in participating in or attending any proceeding before any court may make a request for an accommodation. This includes jurors, parties, attorneys, witnesses, and spectators.

Whenever reasonable, New Mexico Court policies, practices, or procedures must be modified to make court programs, court services, and court activities readily accessible to and usable by people with disabilities. This includes removing architectural barriers by altering existing facilities where feasible or relocating services to an ADA-accessible site.

The ADA also includes removing communication barriers by providing auxiliary aids and services that would allow a person with a disability to effectively represent a client, be a party in a lawsuit, testify as a witness, serve on a jury, observe a hearing or trial, or otherwise participate in all programs, services and activities. In providing reasonable accommodations, the New Mexico Courts give ADA Title II primary consideration to the accommodations requested by the person with a disability when reasonable and practicable. To ensure ADA effective communications with people who are deaf or hard of hearing, the New Mexico Courts provide sign language and oral interpreters, or other appropriate auxiliary aids and services free of charge. The New Mexico Courts may also provide information in Braille and Large Print for people with visual disabilities

as a reasonable accommodation request.

II. NEEDS ASSESSMENT

A. New Mexico Data

The Centers for Disease Control and Prevention has published the latest Disability and Health Data System (DHDS) on its website at:

<https://dhds.cdc.gov/SP?LocationId=35&CategoryId=DISEST&ShowFootnotes=true&showMode=&IndicatorIds=STATTYPE,AGEIND,SEXIND,RACEIND,VETIND&pnl0=Chart,false,YR7,CAT1,BO1,....AGEADJPREV&pnl1=Chart,false,YR7,DISSTAT,....PREV&pnl2=Chart,false,YR7,DISSTAT,....AGEADJPREV&pnl3=Chart,false,YR7,DISSTAT,....AGEADJPREV&pnl4=Chart,false,YR7,DISSTAT,....AGEADJPREV&t=1721680275198>.

DHDS is an online source of state level data on adults with disabilities. In the state of New Mexico, 499, 492 adults have a disability. This is equal to 29.1% or roughly 1 in 3 adults.

According to DHDS, in New Mexico, the percentages of disabled individuals 18 years or older were reported in 2022 as follows:

1. Cognitive Disability 15.4%
2. Mobility Disability 12.8%
3. Independent Living Disability 7.5%
4. Hearing Disability 6.6%
5. Vision Disability 5.8%
6. Self-Care Disability 3.7%

B. Definitions:

1. Cognitive: Serious difficulty concentrating, remembering, learning, or making decisions due to cognitive, developmental, or mental health conditions.
2. Hearing: Partial or complete hearing loss, including deafness, with or without assistive devices.
3. Mobility: Serious difficulty walking, standing, climbing stairs, or moving around, with or without mobility aids.
4. Vision: Serious difficulty seeing, even when wearing glasses; includes low vision and blindness.
5. Self-care: Difficulty performing basic personal tasks such as dressing, bathing, or grooming without help.
6. Independent Living: Difficulty managing daily activities such as errands or appointments without support.

C. Metropolitan Court Data

The Metropolitan Court assesses its ADA accommodation needs on an ongoing basis based on requests received from the Court's customers. This is achieved mainly by the Metropolitan Court ADA Title II Coordinator keeping detailed statistics from accommodation requests received by

the Coordinator and other staff assisting the Coordinator directly from members of the public and other requests relayed to the Coordinator through the Metropolitan Court's Judges and staff. The Jury Division worked with an estimated Two Hundred Seventy (270) jurors who requested ADA Accommodations through their questionnaire form in Fiscal Year 2025. These accommodations are usually addressed by Jury staff. Of the Two Hundred Seventy (270) jurors that requested an ADA accommodation, twenty-two (22) were hard-of-hearing, three (3) were for CART Services, and three (3) needed an ASL interpreter. If more serious ADA accommodations are requested that the Jury staff find uncommon, they refer the accommodation requests to the ADA Title II Coordinator for additional support. In FY 25, the Jury Division referred ten (10) requests to the Metropolitan Court ADA Coordinator.

- Of the ADA accommodation requests received in Fiscal Year 2025 for the Metropolitan Court, 24.1% were for accommodations to assist individuals with low literacy, 23.4% were for individuals with mobility issues or physical disabilities, 12.1% were for individuals with cognitive disabilities, such as traumatic brain injuries, 9.2% were for individuals who are blind or have other vision issues, 10.6% were for individuals who are deaf or hard-of-hearing, and the remaining 20.6% were for other or unknown reasons. Among the accommodations the Court has provided are:
 - Scribing services
 - Assistive listening devices
 - Use of a support person in a court proceeding
 - Permission for cellphones or smartwatches in the courthouse
 - CART service for individuals who are deaf or hard of hearing
 - Adjustments in communication strategies for hard-of-hearing individuals
 - Court-initiated phone calls for virtual proceedings
 - Push wheelchairs
 - Qualified readers
 - American Sign Language (ASL) Interpreters
 - Remote hearings
 - Oversized seating

The Metropolitan Court's ADA Title II Coordinator has shared with the Statewide ADA Title II Coordinator's Office the Court's own Google Form to track all accommodations granted or denied by the Court's ADA Coordinator. The Court's ADA Title II Coordinator works with various other divisions keeping track of requests received. The Court's ADA Google Form has also been shared with the Court's Self-Help Center so that they may help keep track of and assist with accommodation requests.

III. ADA COORDINATOR DUTIES

A. Duties of the AOC Office of the Statewide ADA Title II Coordinator

The Office of the Statewide ADA Title II Coordinator within the Administrative Office of the Courts provides resources, guidance, and training to all judiciary employees. It also oversees the enforcement of the Act in each district and their programs and activities.

Among the duties of the Statewide ADA Title II Coordinator are to:

1. Plan and coordinate compliance efforts;
2. Develop and distribute notice about ADA Title II compliance;
3. Respond to general inquiries from the public;
4. Coordinate requests for auxiliary aids and services and reasonable modifications of policies, practices and procedures;
5. Train staff, boards and commissions on ADA Title II requirements;
6. Interact and consult with staff, boards and commissions on ADA Title II;
7. Develop a grievance procedure;
8. Investigate complaints;
9. Conduct a self-evaluation;
10. Develop a transition plan; and
11. Ensure districts are complying with all ADA Title II mandates.

Peggy Cadwell, Statewide ADA Title II Coordinator:
New Mexico Administrative Office of the Courts
111 Lomas Blvd. NW Suite 300
Albuquerque, NM 87102
ADA@nmcourts.gov
(505) 414-5313

B. Duties of the Local ADA Title II Coordinator

Among the duties of the local ADA Title II Coordinator are to:

1. Manage all ADA Title II requests from the public. Receive requests for accommodations, communicate with the person making the request to clarify the nature of the accommodation needed, and facilitate implementation. Engage in the Interactive Process as needed and follow up on the effectiveness of the accommodations. Collaborate with court staff and judicial officers to participate in the interactive process and assist with facilitating reasonable accommodations;
2. Provide information about and arrange for the use of appropriate auxiliary aids and devices;
3. Ensure ADA Title II-related signage and other information is in place and accurate.
4. Suggest or assist in making modifications to court operations and practices to ensure that court programs and services are fully accessible;
5. Conduct investigations of all grievances, complaints, and provide all requested information to the Statewide ADA Title II Coordinator's Office;
6. Ensure the Court is complying with all ADA Title II mandates;
7. Cooperate with the Statewide ADA Title II Coordinator's Office by providing all requested information during an investigation;
8. Maintain contact with staff and judges to ensure that services provided are effective;
9. Conduct and participate in all activities related to the AOC's and its

- Contractor's evaluation process and provide the results to the office of the Statewide ADA Title II Coordinator;
10. Maintain a record of all accommodations granted and denials; and
 11. Maintain a record of grievances and results and share them with the Statewide ADA Title II Coordinator's Office.

Court personnel who become aware of a need for an accommodation may consult with the ADA Title II Coordinator for their district for assistance. In turn, the local ADA Title II Coordinator may request additional assistance from the Statewide ADA Title II Coordinator.

Moses Reyes, Bernalillo County Metropolitan Court ADA Title II Coordinator:
401 Lomas Blvd
Albuquerque, N.M. 87102
metradarequest-grp@nmcourts.gov
(505) 841-8181

ADA Title II Coordinator information has been provided via email to all employees and is posted on the Bernalillo County Metropolitan Court website.¹⁰

IV. PROVISION OF ASL INTERPRETERS AND OTHER ACCOMMODATIONS

The provision of spoken language and signed language interpreters, and other communication access accommodations in court proceedings is based on New Mexico State Statute and the Constitution. The Constitution references language access in multiple sections, including Article II, Section 14, and Article VII, Section 3.

Title II of the ADA requires courts to provide qualified sign language interpreters or other accommodations to ensure effective communication with deaf and hard-of-hearing individuals.

Interpreters will be provided at no cost to deaf or hard-of-hearing litigants, witnesses, jurors, and observers (when an observer has submitted a request to the court prior to the proceeding) in any type of proceeding in the New Mexico courts.

The Bernalillo County Metropolitan Court's ADA Title II Coordinator is also a Language Access Specialist in Spanish.

V. RESOURCES

A. TRANSLATED RESOURCES

The ADA Accommodation Request Form, Notice of Non-Discrimination under the ADA and Federal Civil Rights Laws, Notice of Grievance Procedures under the ADA and Federal Civil Rights Law form, and ADA Complaint Form are provided in Spanish. The forms can be found at

¹⁰ The Title I ADA Coordinator for the Metropolitan Court as an employer is the Human Resources Division Director (505)841-9819.

<https://metro.nmcourts.gov/tribunal-metropolitano-del-condado-de-bernalillo/adaptaciones-ada/>.

Informational brochures in printed and electronic formats and public service announcements regarding scribing services have been translated into Spanish/Navajo. These resources can be found on the Judiciary's ADA webpage at: <https://nmcourts.gov/ada-accommodations/>.

B. RESOURCES IN ALTERNATIVE FORMATS

The New Mexico AOC provides an open-captioned orientation video for Deaf and hard-of-hearing jurors: <https://www.youtube.com/watch?v=enNQ0PSDWd0>

Additional resources in alternative formats available from the Statewide ADA Title II Coordinator's Office include providing court forms and requested court information in Braille or large print, and fillable PDF forms.

The ADA Notice of Rights is available in ASL: a video is posted on the Statewide ADA Title II Coordinator's webpage at:
<https://nmcourts.gov/ada-accommodations/about-ada-accommodations/>.

Additionally, several videos and webinars regarding general information for court users, jurors, self-represented litigants, witnesses, scribing, Judicial employee training, and other informational videos are available in ASL on the NM AOC Language Access YouTube page:
<https://www.youtube.com/@nmaoclanguageaccessservice8616/videos>
and on the NM AOC Language Access webpage:
<https://languageaccess.nmcourts.gov/district-court-videos/>

C. RESOURCES FOR JURORS

The New Mexico AOC provides an open-captioned orientation video for Deaf and hard-of-hearing jurors:
<https://www.youtube.com/watch?v=enNQ0PSDWd0>

The Metropolitan Court also provides an additional juror orientation video with closed-captioning in English available: <https://www.youtube.com/watch?v=2LzvHjSGASU>

ADA resources available for jurors in the Metropolitan Court include ASL Interpreters, CART services, and Assistive Listening Devices ("ALD"). Currently, the Jury Division of the Metropolitan Court uses ListenTalk system, of which there are four (4) transmitters and Comfort Contego system, of which there are two (2) transmitters.

VI. OUT-OF-COURTROOM CONTACTS

In the Metropolitan Court, service animal signage indicating that service animals are allowed are posted at the public points of entry. The Statewide ADA Title II Coordinator's Office provided the Metropolitan Court with three (3) additional service animal signs in December 2023, which have been posted at the entrances to the Courthouse. At the Court, the first point of contact for any

individual coming into the Courthouse is with Vet-Sec Security staff, the Court's independent contractor providing security screening services and who provide the frontline security for the Metropolitan Court. The Vet-Sec Security team is aware of the Court's allowance of service animals into the Courthouse as an ADA accommodation. While cell phones are prohibited at the Metropolitan Courthouse, the Court's commitment and policy regarding making reasonable ADA accommodations has been communicated to the Court's independent security contractor Vet-Sec Security, and they know to contact the Court's ADA Title II Coordinator if a person is requesting to bring a cell phone and/or smartphone into the building as an ADA accommodation should the visitor need access to health information or disability resources via an app on their cell phone/smartphone. Vet-Sec Security employs bilingual security personnel to help communicate with limited or non-English speaking individuals, primarily in Spanish. Vet-Sec Security has been notified of the importance of sensitivity when communicating with individuals who may have a variety of diverse needs and accommodations. The other most frequent points of contact for Self-Represented Litigants are the Information Desk, Self-Help Center, and Customer Service windows.

The Self-Help Center and Mediation Division have the use of Boogie Board™ by Kent Displays, Inc. reusable writing tablets that are available to aid in communication with deaf and hard-of-hearing individuals.

VII. SCRIBING SERVICES

The Bernalillo County Metropolitan Court staff in the Self-Help Center and in the Jury Division regularly help scribe forms for individuals who need scribing assistance due to disability, limited English proficiency, or illiteracy. These Court staff have been trained in how to scribe forms for individuals who need scribing assistance due to disability, limited English proficiency, or illiteracy.

New Mexico Supreme Court Order No. 22-8500-036 dated November 9, 2022, implemented the scribing program, originally piloted by the Second and Ninth Judicial District Courts, throughout the Judiciary. On February 27, 2024, the New Mexico Supreme Court issued Supreme Court Order No. S-1-AO-2024-00009 permanently implementing the scribing program in all New Mexico state courts, and provides scribing services to any self-represented litigant requesting the service. Rule 23-113 NMRA was amended to allow court staff to participate in the scribing program to individuals who cannot read a printed or electronic document in English, individuals who cannot write because of a disability, and individuals with low literacy, low computer literacy or limited English proficiency or upon request by any self-represented litigant.

The Bernalillo County Metropolitan Court has advertised scribing services in its Court by posting the public outreach materials provided by the Statewide ADA Title II Coordinator's Office in its customer service areas and Mediation and Self Help Office, and by informing staff throughout the courthouse who to contact should a court user or juror request the scribing services.

Scrubbing PSAs in English, Spanish, and Navajo, and scrubbing explainer videos in English, Spanish and Navajo are available at the following link:

<https://www.youtube.com/@nmaoclanguagesservice8616/videos>

Scribing training modules, quizzes, and certificates of completion for Judiciary staff are available on the Court Education Institute's Learning Management System:
<https://nmcourts.geniussis.com/>.

Scribing Statement of Need forms have also been provided to all District ADA Title II Coordinators, Court Managers, Project/Program Managers, Self-Help Office staff, Jury staff, and CEOs by the Statewide ADA Title II Coordinator's Office.

During FY25, the Statewide ADA Title II Coordinator's Office held monthly check-ins with each judicial district to discuss the progress of scribing services provided in courts, answer questions, discuss training ideas, share statistics, and acquire staff feedback. Metropolitan Court's ADA Title II Coordinator, Moses Reyes and Cheryl Thompson Attorney Senior, Division Manager for Mediation and Self-Help regularly attended these check-ins and provided positive and meaningful feedback.

To keep track of scribing numbers, the Metropolitan Court created a Scribing Request Google Sheet where staff enters demographic information from the scribing session. The Google Sheet is shared with the Statewide ADA Title II Coordinator's Office.

The Statewide ADA Title II Coordinator's Office is responsible for ensuring data received from the Bernalillo County Metropolitan Court is updated in this plan annually.

During FY25 (July 1, 2024 through June 30, 2025), scribing requests for self-represented litigants and jurors were as follows:

Month	Number of Scribing Requests
July 2024	7
August 2024	11
September 2024	11
October 2024	7
November 2024	4
December 2024	8
January 2025	11
February 2025	9
March 2025	6
April 2025	6
May 2025	7
June 2025	5
Total	92

In FY 25, Bernalillo County Metropolitan Court conducted Ninety-Two (92) scribing sessions for the following case types and forms: civil complaint, civil lawsuit, consumer, contract, collections, criminal, juror questionnaire, landlord/tenant, traffic/parking, domestic violence, and application

for free process.

VIII. RESOURCES FOR THE DEAF AND HARD-OF-HEARING

Assistive listening equipment to serve the Hard-of-Hearing is available for the courtrooms in the Metropolitan Court. Currently, the Courtroom Support Division has two (2) Listen Portable Transmitters for usage. Signage in English, Spanish, and Braille that advertises this resource to the public is posted in the foyer of each courtroom.

VRI services are available for deaf court users. In November 2015, three (3) VRI cameras with monitors were installed in the Court. These VRI camera workstations are currently located in the following divisions in the Court: Customer Service, the Self-Help Center/Mediation Offices, and the Probation Division. The Court has also installed the VRI equipment on a laptop (portable computer) that Court staff can utilize to assist the public. The Court has been pleased to take advantage of this resource to serve its deaf clients and customers. In October 2018, the service provider for the Court's VRI stations expanded its services to include access to all spoken languages in addition to American Sign Language. In July 2023, the AOC introduced an additional resource for virtual American Sign Language ("ASL") interpreters through Certified Languages International ("CLI"). Using CLI VRI, promptly connects to an ASL interpreter in Customer Service locations, front desks, Self-Help Centers, with probation officers, or other outside courtroom settings. In Information cards with detailed instructions for accessing the On Demand ASL VRI were provided to the Metropolitan Court. Metropolitan Court ADA Title II Coordinator Moses Reyes has since utilized the service to assist a customer in the Mediation and Self Help Office. In February 2020, Metropolitan Court was provided with two (2) iPads to be used as mobile, on-demand VRI stations. The Interpreter Division keeps the iPads for their daily interpreting needs; however, One (1) iPad can be signed out by court staff, such as the Probation Division, as needed throughout the courthouse. Boogie Board™ by Kent Displays, Inc. reusable writing tablets are available for use in the Self Help Center and Mediation Division to aid in communication with deaf and hard-of-hearing individuals.

In addition to the VRI iPads provided to the Court, the Court also uses UbiDuo devices to communicate with deaf and/or hard-of-hearing individuals, one UbiDuo device is located in the Self-Help Center/Mediation Office and the other is located in Customer Service. This device makes it possible to communicate directly without an interpreter, without writing notes back and forth, for the client not to have to read lips, and most importantly allows communication with Court staff without barriers. This device allows staff and deaf and/or hard-of-hearing individuals to type messages back and forth to each other and retains the conversation on-screen, similar to instant messaging, but in-person and wireless. The Court provides the following link to staff for training in how to use the devices: <https://www.youtube.com/watch?v=o2ceYxbGvAQ>

The Court also has available CART equipment to help the Hard-of-Hearing. CART uses a transcriptionist to type conversations that are being held in real time so that hard-of-hearing clients can also read on a screen for better understanding (similar to closed-captioning). Headsets assistive listening devices have been used to help hard-of-hearing jurors during juror orientation, voir dire, and jury trials.

IX. JUDICIAL AND STAFF TRAINING

The Statewide ADA Title II Coordinator's Office offers regular training in partnership with the Southwest ADA Center and other disability organizations. The Statewide ADA Title II Coordinator notifies all judiciary employees of upcoming training via email. Training is offered to judiciary employees free of charge and is recorded and available on the Language Access YouTube channel at: <https://www.youtube.com/@nmaoclanguageaccessservice8616/videos>.

Julie Ballanger, M.A. with the Southwest ADA Center provided training on the Americans with Disabilities Act ("ADA") for Judges on September 25, 2019. She also provided Title I ADA training on "Employee Qualification, Performance and Standards" for Court staff on August 11, 2020. The Southwest ADA Center along with the Administrative Office of the Court frequently hosts virtual ADA trainings throughout the year that Metropolitan Court staff are encouraged to attend.

The Statewide ADA Title II Coordinator's Office offers the opportunity for District ADA Coordinators to enroll in the ADA Coordinator Training Certification Program ("ACTCP") and attend the annual ADA Virtual National Symposium. In May 2023, Metropolitan Court ADA Title II Coordinator Moses Reyes attended the ADA Virtual National Symposium and earned ACTCP Certification in June 2023. The Administrative Office of Court's monthly ADA Title II Coordinators' meetings provide a crucial platform for sharing state-wide ADA updates, resources, and addressing questions. The meetings offer updates on ADA regulations, introduce new tools and resources, and allow coordinators to discuss challenges and best practices. They also foster networking and collaboration among coordinators to enhance ADA compliance and accessibility across the state.

The Metropolitan Court also includes ADA training in its new employee orientation as well as ADA/Language Access Training on an annual basis. Effective FY23, the AOC Human Resources Department's new employee orientation training includes ADA Title I and ADA Title II compliance information and contact information for the Statewide ADA Title II Coordinator's Office, and District ADA Title II Coordinators.

X. EMERGENCY PLAN AND EVACUATION

Under Title II of the ADA, public entities must ensure that emergency and evacuation plans for their facilities, activities and programs include emergency preparedness plans for people with disabilities. The Metropolitan Court has posted designated areas of refuge on each floor of the courthouse for people requiring assistance to await help during an emergency or evacuation of the building. In June 2024, staff of the Metropolitan Courthouse received further training on evacuating during a fire drill, and guidance on how to help and direct persons needing an ADA accommodation to safety while working with first responders.

XI. ADA SELF-EVALUATION AND TRANSITION PLAN

The ADA requires that all public entities with over 50 employees complete an ADA Self-Evaluation and Transition Plan, to find barriers that may prevent individuals with disabilities from

participating in court activities, programs, or services, or prevent them from entering or moving throughout the building. In 2024, the Statewide ADA Title II Coordinator's Office, through a Request for Proposal (RFP) process selected a vendor to perform a Self-Evaluation and Transition Plan of 80 courthouse facilities in the New Mexico Judiciary. In October 2024, the Bernalillo County Metropolitan Courthouse underwent the ADA Self-Evaluation in the Courthouse, Metro Park parking garage, and Metro Park Suites and Retail Space, which houses Pretrial Services. The Metropolitan Court Statewide ADA Title II Coordinator Peggy Cadwell and the AOC's selected vendor, Altura Solutions, to develop a timeline of each phase of their Plan. AOC and Altura were also going to develop a public participation component, which would include public surveys, a project website, and public engagement meetings and reports to incorporate input from the public and disability communities,

In October 2024, during the first phase of their Plan, Altura Solutions conducted a physical evaluation of the Bernalillo County Metropolitan Courthouse, Metro Park parking garage, and Metro Park Suites and Retail Space. During this evaluation, each facility was surveyed to determine if any architectural or rights-of-way barriers may exist within each facility. In the upcoming phases of the Plan, the programs, services, activities, and Bernalillo County Metropolitan Court website will be evaluated to further locate and remedy barriers.

In FY26, the Statewide ADA Title II Coordinator's Office will continue working with Altura Solutions, and the Bernalillo County Metropolitan Courthouse to create a transition plan outlining barriers to accessibility, the methods required to remove each barrier, and a prioritization schedule for barrier removal. Additionally, the vendor will provide supplemental training sessions and answer follow-up questions for each District as they arise.

XII. PUBLIC NOTICE

All public entities must provide information to the public, program participants, program beneficiaries, applicants and employees about the ADA and how it applies to the public entity.

A new Americans with Disabilities Act page was created (in English and Spanish) and added to the New Mexico Courts website in October 2021. The page includes the Notice of Rights (in English, Spanish, and ASL); the Request for Accommodations, Grievance Procedure, and Complaint forms in fillable PDF format (in English and Spanish), and contact information for the Statewide ADA Title II Coordinator. In August 2025, these forms were remediated to conform to ADA Section 508 WCAG 2.2 AA digital accessibility standards and disseminated to each District for posting on their district webpages.

<https://nmcourts.gov/ada-accommodations/forms/>

<https://nmcourts.gov/ley-para-estadounidenses-con-discapacidades-ada-y-adaptaciones/formularios-y-solicitud-de-adaptaciones-en-virtud-del-titulo-ii-de-la-ada/?lang=es>.

If these forms are needed in an alternative format, they can be requested by contacting the Statewide ADA Title II Coordinator's Office at ADA@nmcourts.gov.

The Metropolitan Court has created its own Americans with Disabilities Act page, in English and Spanish. The page includes contact information for the Court's ADA Title II Coordinator, the Notice of Rights, and the Request for Accommodations form, also in English and Spanish, at

<https://metro.nmcourts.gov/bernalillo-county-metropolitan-court/ada-accommodations/>. The Metropolitan Court has created an ADA email address, metradarequest-grp@nmcourts.gov, in order to track incoming email requests from the public as well as from other divisions within the Court.

The Court's summons and its Notice of Hearings for any hearing type whether civil or criminal display language at the bottom in English and Spanish as follows:

New Mexico Courts comply with the Americans with Disabilities Act and Title VI. If you need accommodations or the services of an interpreter in court, email or call the Court at 505-841-8151 as soon as possible to inform us. Please notify the Court of the nature of any disability or interpreter services needed at least five (5) days before any hearing, so appropriate accommodations can be made.

A hard copy of the Metro Court's LAP/ADA Plan (in English and Spanish) is also kept at the Court's Public Records Viewing Room. Copies are also viewable at the public access computer kiosks, via a shortcut link. Copies of the plan will be provided to the public on request, in English, Spanish or alternative formats. In addition, the Court posts the plan at <https://metro.nmcourts.gov/bernalillo-county-metropolitan-court/services/language-access/language-access-plan/>, and the AOC also posts the Court's Plan on the Statewide ADA Title II webpage at <https://nmcourts.gov/ada-accommodations/publications-and-resources/>. The plan is also accessible to court staff and judges on the Court's internal intranet.

XIII. DIGITAL CONTENT AND ACCESSIBILITY

Under the United States Department of Justice's (DOJ) final rule updating the ADA Title II regulations, public entities falling under ADA Title II must ensure their web content and mobile apps are accessible to people with disabilities. Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA is the technical standard and must be adhered to by state and local governments for their web content and mobile apps. The full Rule can be found at: <https://www.ada.gov/assets/pdfs/web-rule.pdf>

To prepare for the upcoming rule, the AOC Statewide ADA Title II Coordinator's Office has updated and remediated the ADA forms on their webpage, ensuring they are accessible to people with disabilities. The updated forms will be disseminated to each Judicial District for use on their public webpages.

XIV. GRIEVANCE PROCEDURE

The Bernalillo County Metropolitan Court publishes documents in English and Spanish on its website at <https://metro.nmcourts.gov/bernalillo-county-metropolitan-court/ada-accommodations/> that advise the public of their rights under the ADA and Federal Civil Rights laws, as well as how to instigate a complaint. See **Attachments 1-4** to this Plan. These documents can be translated into additional languages upon request.

XV. APPROVAL AND EVALUATION OF ADA PLAN

A. ADA Plan Approval

The Bernalillo County Metropolitan Court's ADA plan is subject to approval by the Chief Judge and Court Executive Officer. Any future revisions to the plan will be submitted to the Chief Judge and Court Executive Officer for approval, and then forwarded to the AOC.

B. Annual Evaluation

Annually, or more frequently if needed, the Court will review the effectiveness of its ADA plan and update it as necessary.

C. Bernalillo County Metropolitan Court ADA Title II Coordinator

Moses Reyes
Bernalillo County Metropolitan Court
401 Lomas Boulevard NW, Albuquerque, New Mexico 87102
metradarequest-grp@nmcourts.gov
(505) 841-8181

D. Statewide ADA Title II Coordinator

Peggy Cadwell
New Mexico Administrative Office of the Courts
111 Lomas Blvd. NW Suite 300, Albuquerque, New Mexico 87102
ADA@nmcourts.gov
(505) 414-5313

LANGUAGE ACCESS PLAN
& ADA PLAN SIGNATURE PAGE

A. Effective Date:

LAP Original effective date: November 12, 2013

ADA Plan original effective date: November 29, 2022

Latest revision of LAP and ADA Plan effective: _____

B. Approved by:

STATE OF NEW MEXICO
BERNALILLO COUNTY METROPOLITAN COURT

By:  Date: 4/20/2026
Honorable Joshua J. Sánchez
Chief Judge

By:  Date: 4/20/2026
Lissa Quintana
Court Executive Officer

By:  Date: 4/20/2026
Dana L. Cox (Certifying Legal Sufficiency)
General Counsel

List of Attachments to Language Access Plan and ADA Plan:

1. Notice of Non-Discrimination under the ADA and Federal Civil Rights Laws (English and Spanish)
2. ADA Accommodation Request Form (English and Spanish)
3. Complaint Form (English and Spanish)
4. Notice of Grievance Procedures under the ADA and Federal Civil Rights Laws (English and Spanish)

