

**NEW MEXICO JUDICIAL BRANCH**  
**GENERAL POLICY AND PROCEDURE**

**LANGUAGE ACCESS TRAINING POLICY**

**1. PURPOSE**

The purpose of this policy is to ensure that all employees of the New Mexico Judiciary understand the importance of, the basis for, and their role in providing qualified language assistance to all individuals who use or may use the services of the New Mexico state courts.

The New Mexico Judicial Branch is committed to ensuring access to justice for all New Mexico residents and recognizes that language access is a significant aspect of equal access to justice at all points of public contact with the judiciary, within and outside the courtroom and courthouse. This commitment is consistent with both state and federal law.

Title VI of the Civil Rights Act of 1964 provides that “No person in the United States, shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” 42 U.S.C. §2000d (2010). The U.S. Supreme Court has determined that discrimination based on language (whether intended or not) is a form of national discrimination prohibited by Title VI.

The Constitution of the State of New Mexico references language access in multiple sections including the following.

Article II, Section 14 *“In all criminal prosecutions, the accused shall have the right to appear and defend himself in person, and by counsel; to demand the nature and cause of the accusation; to be confronted with the witnesses against him; to have the charge and testimony interpreted to him in a language that he understands; ...”*

and

Article VII, Section 3 provides that “[t]he right of any citizen of the state to...sit upon juries, shall never be restricted, abridged or impaired on account of...inability to speak, read or write the English or Spanish languages.” To comply with this constitutional mandate, the Supreme Court has charged that “all courts should strive to incorporate all New Mexico citizens into our jury system regardless of the language spoken by a prospective NES (non-English speaking) juror.” (Non-English Speaking Juror Guidelines, p. 2)

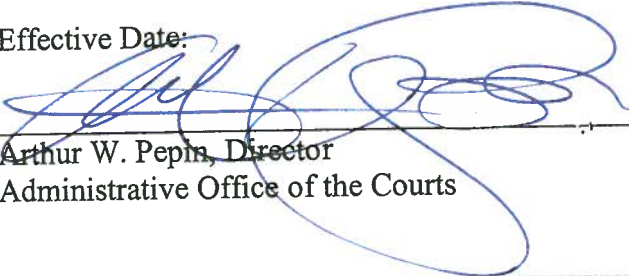
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This policy has a broad application and applies to justices, judges, and all employees (probationary, term, classified, at-will and temporary employees).

**2. EDUCATIONAL PROGRAMS**

- A. Each judicial entity shall ensure every employee completes the AOC-approved language access training within six (6) months of hire.
- B. The Administrative Authority or designee shall certify to the Director by the first of January each year that all current employees of that judicial entity have previously received training or will receive the above training within the next six (6) months.
- C. Follow-up language access training and training on the court's language access plan may be provided, as appropriate.
- D. Each employee who attends language access training shall sign an acknowledgement that the employee has attended the training.
- E. Viewing of the Language Access Video is required by all New Mexico Judicial Branch employees (at-will employees, term, temp) and provides information that includes:
  - (1) an overview of pertinent state and federal law;
  - (2) what constitutes meaningful language access;
  - (3) a review of the role of the certified court interpreter;
  - (4) the employee's role in ensuring meaningful language access;
  - (5) a review of the language access resources provided by the Administrative Office of the Courts.

Effective Date:

  
\_\_\_\_\_  
Arthur W. Pepin, Director  
Administrative Office of the Courts

  
\_\_\_\_\_  
Date

Dev: 5/2011

**NEW MEXICO JUDICIAL BRANCH**  
**LANGUAGE ACCESS TRAINING**  
**ACKNOWLEDGMENT FORM**

My signature below acknowledges:

- (1) That I viewed the AOC approved Language Access Training Video.
- (2) Receipt of the New Mexico Judicial Branch Language Access Training Policy and Supreme Court Order #11-8500 approving the policy on April 6, 2011.
- (3) My commitment to read and understand the Policy.
- (4) That should I have any questions or concerns regarding the training or policy I will contact the AOC Court Services Division, at 827-4822.

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Court (Please Print)

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Employee Name (Please Print)

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Employee Signature

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Date

Original: Employee Personnel File  
Copy: Employee & Court Services Division  
Copy: AOC HR

**Name of Policy: Language Access Training Policy**

**Inquiries:** Administrative Office of the Courts, Human Resources Division, 827-4937 or 827-4810

**Distribution:** All Employees of the New Mexico Judicial Branch