

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNITED STATES OF AMERICA
AND
THE NEW YORK STATE UNIFIED COURT SYSTEM, OFFICE OF COURT
ADMINISTRATION**

The New York State Unified Court System, Office of Court Administration (“OCA”) is committed to complying with Title VI of the Civil Rights Act of 1964 and its regulations, including the requirement to take reasonable steps to provide meaningful access for persons with limited English proficiency to the Rockland County Drug Treatment Court (“Drug Treatment Court”), and with all other applicable state and local nondiscrimination laws.

In furtherance of that commitment, this Memorandum of Understanding memorializes the steps that OCA has already taken, and the steps it will continue to take, in connection with the administration of the Drug Treatment Court. The Memorandum of Understanding will be in place for one year from the date of the last signature below, provided that all of its terms have been substantially met.

I. Training

- A. From March 22 to June 14, 2024, OCA is providing trainings to all judges and non-judicial staff, prosecutors, defense counsel, probation, and service providers working in the Drug Treatment Court by nationally recognized treatment court experts on operations and best practices. These trainings will help guide judges, staff, and stakeholders on how to develop documents for use in the Drug Treatment Court.

II. Translation of Documents

- A. By June 10, 2024, OCA will provide the United States, through the Department of Justice (“DOJ”), for its review and comment, the Drug Treatment Court’s policy and procedures manual and participant handbook. Additional documents and other written materials the Drug Treatment Court uses with participants, including the participation contract and phase sheet, will also be provided to DOJ for its review and comment. OCA will provide DOJ with drafts of such documents at least two weeks prior to finalization, for DOJ’s review and comment.
- B. After DOJ’s review and comment, OCA will translate the documents referenced in II.A, above, into Spanish, Creole, and Yiddish through OCA’s Office of Language Access and/or in collaboration with outside professional entities, such as the National Center for State Courts and private legal translation services.

- C. By August 1, 2024, OCA will create and translate Drug Treatment Court informational and promotional materials and posters into Spanish, Creole, and Yiddish. These items will have QR codes that will provide a direct link to additional online resources and will describe the availability of interpreter services at no cost.
- D. Any Drug Treatment Court document intended to be used by or to communicate information to participants created after the date of this Memorandum of Understanding will be translated into Spanish, Creole, and Yiddish, and posted and distributed in the same manner as the English version.
- E. OCA will translate any document provided by the Drug Treatment Court into additional languages at the request of any Drug Treatment Court participant for their use, or when it otherwise becomes aware of a need for translation, at no cost to the participant.
- F. OCA will annually assess United States census data, any data related to limited English proficiency of court users collected by OCA, and any other information it has received about limited English proficiency individuals in Rockland County over the course of the year, including publicly available school data on languages spoken in the community. OCA will translate all documents listed above into additional languages if, after assessing this information, it determines translation is necessary to provide meaningful access to persons speaking a language other than Spanish, Creole, or Yiddish.

III. Public Awareness

- A. OCA has completed stakeholder meetings that included representatives from the Public Defender's Office, the District Attorney's Office, the Assigned Counsel ("18-B") Program, and local treatment providers. OCA will conduct ongoing outreach to these entities regarding Drug Treatment Court and the availability of language assistance.
- B. Within two weeks of their translation, OCA will make available paper copies of all Drug Treatment Court documents in all languages into which they have been translated in the Rockland County Courthouse at no cost to Drug Treatment Court participants.
- C. By August 1, 2024, OCA will create protocols for the display in all courthouses in Rockland County of informational and promotional posters regarding Drug Treatment Court.
- D. Within two weeks of their translation or creation, OCA will make available Drug Treatment Court documents and informational and promotional materials to all staff

in the Rockland County Courthouse and distribute them to stakeholders, including the Public Defender's Office and the 18-B Program.

- E. OCA will continue to conduct outreach to the Rockland County Bar Association and local affinity bar associations regarding Drug Treatment Court and the availability of language assistance.
- F. By August 1, 2024, OCA will create a specific webpage for Drug Treatment Court, which will be translated into all languages in which participant documents are translated. Drug Treatment Court documents and informational materials will be posted on this page.
- G. By May 30, 2024, OCA will issue a press release regarding Drug Treatment Court and language accessibility specifically targeted at local non-English news outlets.
- H. On or before August 9, 2024, OCA will have presented a continuing legal education course on Drug Treatment Court for members of the bar in Rockland County, emphasizing language access measures through translation and interpreter services.

IV. Use of Interpreters

- A. State-funded and supplied interpreter services will continue to be provided for all screening, case management, and Drug Treatment Court proceedings for persons with limited English proficiency and at no cost to Drug Treatment Court participants.

V. Treatment Services

- A. The Drug Treatment Court met with a local treatment provider who has agreed to provide Spanish-speaking services in Rockland County at no additional cost to the Drug Treatment Court participants. These services will fulfill all treatment services required by the Drug Treatment Court for Spanish speakers with LEP.
- B. The Drug Treatment Court and OCA will work with the New York State Office of Addiction Services and Support (OASAS) to maintain a list of services in Creole and Yiddish, which will be provided at no additional cost to the Drug Treatment Court participants. These services will fulfill all treatment services required by the Drug Treatment Court for Creole and Yiddish speakers with LEP.
- C. Treatment services will generally be held in person but may be conducted virtually to accommodate the needs of Drug Treatment Court participants. If the treatment programs or services are not available in Rockland County for LEP participants, a virtual option will be offered to Drug Treatment Court participants.

For the New York State Unified Court System, Office of Court Administration



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For the United States of America

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