

INTERPRETER / ADA ACCOMMODATIONS

Policy Statement

It is the policy of this Court to make reasonable efforts to provide foreign language interpreting and/or translation assistance upon request to limited English proficient persons who need it in order to conduct business or to participate in an activity or program of the Court. Also, if you are a person who needs reasonable accommodation under The Americans with Disabilities Act (ADA) or if you are hearing and/or voice impaired, you may be entitled to the provision of certain assistance at no cost to you.

Procedure

Patrons conducting business in the Clerk of Court's Office or in a court proceeding may request assistance in these areas by submitting a written request to: Elzie Alford, Jr., Clerk of Court/Judicial Administrator, P.O. Box 3438, Baton Rouge, Louisiana 70821. This request may also be faxed to (225) 389-7656. A form for requesting an interpreter, including sign language, or deaf/hearing impaired assistance can be accessed by [clicking here](#). A form for requesting accommodation (ADA) can be accessed by [clicking here](#). Information provided in these forms shall be kept as confidential as possible. However, persons involved in making the decisions to provide an accommodation, as well as those individuals processing this request, must necessarily be informed of the nature and type of the request.

Questions may be addressed by calling the Clerk of Court's Office at (225) 389-5279. If you are hearing and/or voice impaired, you may call by using the Louisiana Relay Center TDD/TTY 1-800-846-5277, voice 1-800-947-5277.