



National Association of Judiciary Interpreters & Translators
2002 Summit Blvd., Suite 300
Atlanta, GA 30319
ph: 404-566-4705

Court Administration Office
ATTN: Administrative Director

Dear Mr. _____,

We are excited to inform you that, in an effort to create language access awareness, the National Association of Judiciary Interpreters and Translators Association (NAJIT) Bench and Bar Committee is launching a national campaign, *Language Access Matters*. Our goal is to collaborate with court administrative offices, members of the judiciary, and members of the bar to improve language access in legal settings.

We understand that staying up to date with rules, procedures, and best practices for language access and the use of professional interpreters and translators is not only challenging but time-consuming. We want to ease the burden by assisting you with this task. Our association, through the Bench and Bar Committee, has created training materials, based on national standards, that can help you educate and train stakeholders. We are also prepared to provide on-site assistance by having one of our Bench and Bar Committee members present at conferences and training events for stakeholders.

Here are some of the topics of our training materials:

- Language Access in Court Settings
- Modes of Interpretation
- Interpreter and Translators Code of Ethics
- Best Practices When Using Interpreters in Court Settings
- General Guidelines and Requirements for Transcription and Translation in Legal Settings
- Preparing Interpreters for Languages of Lesser Diffusion
- Team Interpreting for Trials
- Case Law Involving Language Access Issues

To facilitate collaboration between our association and your office, we have assigned delegates to different regions of our country; these delegates are prepared to assist you on-site by presenting at conferences and training events for stakeholders. **During the COVID 19 crisis**, we are also ready to **help you via remote conference platforms**, if needed. Mrs. _____ is the Bench and Bar Delegate assigned to your state. If you have any questions or doubts, do not hesitate to contact us. For more information visit our webpage at <https://najit.org/>

Thank you.

Sandra L. Dejeux
NAJIT Bench and Bar Committee Chair
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