



## SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALPINE

14777 STATE ROUTE 89,  
MARKLEEVILLE, CA 96120  
(530) 694-2113

[www.alpine.courts.ca.gov](http://www.alpine.courts.ca.gov)

### LANGUAGE ACCESS SERVICES – COMPLAINT FORM

#### Instructions

The California courts want all Californians, including those who do not speak English well, to have access to the courts. If you have a complaint about language access services at this court, or if you would like to provide feedback about language access services, fill out and turn in the complaint form.

#### Please keep the following in mind:

- If you need language access services for an active court case, send us your complaint as soon as possible.
- Fill in as much information as you can. You do not have to give your name, but it is helpful to know how to contact you so we can get more information if needed.
- You can use the form to provide comments or suggestions about language access services.
- Filing a complaint will not negatively affect your court cases or the services you get at the court.
- Your complaint will NOT become a part of your case file or part of your case.
- If you are making this complaint on behalf of someone else, fill out the information of the person we should contact about the complaint.
- Language access complaints may be submitted orally or in other written formats. However, use of the court's local form is encouraged to ensure tracking and that the court received full information of the complaint.

For complaints about language access services at this court related to staff, court interpreters, or local translations, fill out and mail your complaint form to:

Superior Court of California, County of Alpine  
Attn: Language Access Representative  
PO Box 518  
Markleeville CA 96120

The form is available for free both in hard copy at the courthouse and online on the court's website.

For complaints about the Judicial Council's services — Judicial Council meetings, forms, or other translated material hosted on [www.courts.ca.gov](http://www.courts.ca.gov) — **do not use this form**. Please go to [www.courts.ca.gov/languageaccess.htm](http://www.courts.ca.gov/languageaccess.htm) to submit your complaint.

Thank you for taking the time to let us know how we are doing, and for helping us to improve our language access services for all Californians.

## Language Access Services Complaint Form

Fill out this form to complain about language access services in the California courts. Provide as much detail as possible.

When filling out the form, please keep in mind:

- Complaints about a court case should not be included on this form and will not be addressed by the court.
- This complaint will not affect court cases or services in any way.
- Name and contact information is not required, but it will help the court investigate the complaint.
- The complaint should be submitted *as soon as possible* following the incident.

### Information about Person with Complaint:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

If this complaint is being submitted on behalf of someone else, provide the following information about the person who is completing the form:

Name: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

### Describe the Complaint:

Today's date: \_\_\_\_\_ Date of incident: \_\_\_\_\_ Court case number, if any: \_\_\_\_\_

Describe the complaint:

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Add any other information that may help us review your complaint:

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The Court will contact you within 60 days of receiving this form should you provide contact information.