

**Thurston County District Court
Language Access Plan**

**LAP Complaint Form
Instructions**

If you feel you did not receive appropriate interpreter services at Thurston County District Court, you may submit a complaint to the Court. Complaints must be filed with the Court within 60 days of the alleged occurrence, must be in writing, and must be signed.

Within 30 days of receiving the complaint, the Court will investigate the complaint and inform the complainant of the outcome of the investigation.

The complaint must include the following information:

1. Name and contact information of the complainant or their designee. If a designee is named, please indicate if the response should go to the complainant, the designee, or both.
2. A clear and brief description of the complaint, including date(s) and time(s) of the occurrence(s). The description should include relevant facts that support the complaint that the court did not provide language access services;
3. If possible, the complaint should identify the section(s) of the court's Language Access Plan, statutes or regulations alleged to have been violated.

The complaint may be submitted by email or by post.

By post:

Thurston County District Court
ATTN: Court Administrator
2000 Lakeridge Drive SW
Olympia, WA 98502

By email:

creighj@co.thurston.wa.us

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Complainant Name _____

Designee Name (if applicable): _____

Designee Relationship to Complainant (if applicable): _____

Please contact (mark one): **Complainant** **Designee**

Contact Address: _____

Phone: _____ **Email:** _____

Detailed description of specific complaint: (Include all known details such as date(s), location(s), circumstance(s), person(s) involved, witness(es), etc. Use additional paper, if necessary. Attach any other information you believe is pertinent.)

Remedy requested: (Use additional paper, if necessary.)

Signature _____ **Date** _____