

LAW LIBRARY & RESOURCE CENTER

The Superior Court houses a Law Library and Resource Center on the 2nd floor of the courthouse that is free and open to the public. Here you can:

- Find legal forms
- Use computers and printers
- Use photocopiers
- Get help locating free and low-cost attorneys
- Find out community resources

Library staff can be reached
by phone

(520)724-8456

or e-mail

lawlibrary@sc.pima.gov

ORDERS OF PROTECTION AND INJUNCTIONS AGAINST HARASSMENT

If you or a family member are at risk of becoming a victim of domestic violence by another family member, spouse, or former spouse, among other relationships, you can apply for an Order of Protection. Injunctions Against Harassment can be used for disputes between neighbors or strangers.

The order of protection forms need to be filled online at AZPOINT (<https://azpoint.azcourts.gov>).

Before you ask for an Order of Protection

You can talk with a victim's advocate before you file by calling
(602) 279-2900 or **(800) 782-6400**

You must go to an Arizona court to file your petition. If the judge grants your petition, the Order of Protection will be sent out for service the same day. There is no cost for service.

If you need language assistance to complete court forms, including orders of protection, contact CITS (Court Interpretation and Translation Services)

by phone

(520) 724-3888

or e-mail

sccits@sc.pima.gov

COMPLAINTS

If you believe you have not been provided effective language assistance for a court or probation proceeding, or any service provided by the court, please submit a **Language Access to Court Services Complaint Form**.

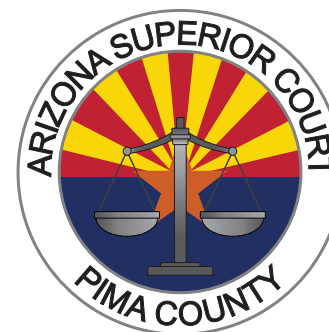
You may obtain this form by calling CITS at the numbers above or downloading the form from the Court's website (www.sc.pima.gov).



ENGLISH

GUIDE FOR THE COURT USER WITH LIMITED ENGLISH PROFICIENCY

(LEP)



110 W. Congress Street
Tucson, AZ 85701

(520) 724-4200

www.sc.pima.gov

COURT INTERPRETATION AND TRANSLATION SERVICES (CITS)

**Superior Court:
(520)724-3888**

The Court Interpretation and Translation Services (CITS) Division of the Arizona Superior Court in Pima County is committed to ensuring meaningful access to protect the rights of all court users. **Limited English language skills or communication disabilities should not be a barrier to accessing justice.**

If you need interpretation services or reasonable accommodations for your court proceeding, please contact the CITS office to schedule the appropriate language interpreter before your court appearance.

WHEN USING A COURT INTERPRETER

When you are speaking in court, direct your attention and your words to the judge or the person to whom you are speaking (not the Court Interpreter).

The interpreter will help you communicate with your lawyer, court personnel, and the judge during your proceeding.

The interpreter's job is to communicate exactly what is said, without adding, omitting, or changing any part of the communication.

Please do not ask the interpreter for legal advice. Interpreters must remain a neutral party for ethical reasons.

WHEN USING A TELEPHONIC COURT INTERPRETER

The interpreter will introduce themselves at the beginning of the proceeding. If at any time you have difficulty hearing or understanding the interpreter please notify the judge immediately, even if you must interrupt the hearing.

A COURT INTERPRETER WILL NOT

- Give you legal or personal advice.
- Answer questions about the law or the legal process.
- Talk to you about your case.
- Explain what words mean, or what is happening in court.
- Have a conversation with you, your family, or anyone involved in your case.

IMPORTANT INFORMATION

- Make sure you read and can understand all court mail.
- Pay close attention to hearing dates and deadlines.
- Don't ignore summons, subpoenas, or other legal obligations.
- Arrive for your hearings on time.
- Keep your address and contact information (phone number, e-mail address) up-to-date with the court.
- If you need interpretation services or reasonable communication accommodations, call **(520) 724-3888** as soon as you learn the date and time of your future court proceeding to request assistance.
- For information regarding filing fees and costs, as well as deferral or waiver of fees and cost, contact the Clerk of Court at **(520) 724-3200**.

