



**SECOND CIRCUIT COURT OF APPEAL
CADDO PARISH, LOUISIANA
LANGUAGE ACCESS PLAN**

Approved at Administrative Court Conference June 24, 2021

GENERAL INFORMATION SHEET

The Second Circuit Court of Appeal will take reasonable steps to provide meaningful access to limited English proficient individuals, at no cost to the individuals. The Language Access Coordinator (LAC) is Pamela S. Branagan, and her contact information follows:

Pamela S. Branagan
Language Access Coordinator
Second Circuit Court of Appeal
430 Fannin Street
Shreveport, LA 71101
Telephone: 318-227-3706

Hours: Monday through Friday, 8:30 a.m. to 4:45 p.m.

Interpreter request forms are available upon request and should be submitted to the LAC at least ten (10) business days prior to the scheduled proceeding. We will make all efforts to use a court interpreter from the list of certified and/or registered interpreters provided by the Louisiana Supreme Court; however, if we are unable to secure a certified and/or registered interpreter in the requested Language, we will contact the companies we have contracted with that provide in-person translators and/or over the Phone (OPI) services, which can be available within five (5) minutes.