



The Honorable [Senator or Congressman Name]
Senator's or Congressman's local office address

Subject: **Request for Improved Signage at the Concord, California Immigration Court**

Dear Senator/Congressman (Name):

I hope this letter finds you well. We are Mary Schreiber, President of the League of Women Voters Diablo Valley, and Concepcion James, Chair of United Latino Voices of Contra Costa County. We want to bring to your attention an issue that greatly affects visitors and immigrants who visit, or have business at the Concord Immigration Court located at 1855 Gateway Boulevard, Ste 850, Concord, CA. 94520. The Immigration Court is a critical facility that handles various immigration matters and serves many individuals and families. However, the lack of adequate and clear signage at the court's site has led to significant confusion and inconvenience for those who must appear before this court. This is particularly challenging for those who are already navigating the complexities and stress of immigration procedures. Some individuals must travel a great distance to get to the court in a timely manner and may not be familiar with Concord or the facility.

The Immigration Court needs outdoor signage to clearly indicate which of the two buildings houses the Immigration Court. Once inside there should be easy to find signs to let people know that the court is located on the 8th floor. All signage should be provided minimally in both English and Spanish.

According to the U.S. Courts Design Guide 2021 section 13-3:

Building Directory - GSA Scope A building directory should be located near the main public entrance. The directory should contain a diagram listing all the major building components. This directory, which may be integrated into an information booth or kiosk, should be located in an area seen by members of the public after they have been screened.”

Floor Directory - Judiciary Scope Smaller directories should be provided in each elevator lobby with information about the various occupants of that floor. Arrows should be grouped in similar directions to facilitate communication. Courtroom Entry Signage - Judiciary Scope All signs outside courtroom doors should be of uniform appearance. The courtroom numbering system should be displayed at the top and in the largest font size.

Other Signage - Judiciary Scope A consistent, controlled system of other signs, such as restricted access warnings, directional signs, signs designating special handicapped services, and procedural guides, should be provided. If high-traffic areas such as the jury assembly room and the public counter are not immediately visible from the entry lobby, clear

graphics should be prominently displayed to guide users to these areas. Optional Electronic Signage With the advancement of technology, the use of electronic and interactive systems may be considered when designing courthouse signage. Electronic signage and its respective infrastructure must be funded by the Judiciary if requested. All contemporary electronic signage players, whether stand alone or embedded in a display or interactive kiosk, are Ethernet appliances that receive their information via the courts or building's network. The infrastructure needed to support electronic signage is a network drop and power for the signage player and display. Depending on the size of the display, blocking may be required in the wall to support the display and mounts.

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We respectfully request your support in addressing this issue by advocating for the installation of improved and more prominent signage minimally in both English and Spanish at the Concord Immigration Court that meets the Design Standards for U.S. Court Facilities. Improving signage at the court site would greatly benefit the community and demonstrate a commitment to accessibility and support for all individuals seeking justice and resolution of their immigration matters with minimal additional stress.

Thank you for your attention to this matter. I appreciate your dedication to serving our community and look forward to your positive response.

Sincerely,
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