

Giein Sairvice  
Tae the  
commontie wi  
Juistice

**Northern Ireland Court Service  
Code o' courtesy oan the uise o'  
Ulster Scots fer official business**

**Uptober 2005**



INVESTOR IN PEOPLE

[www.court.ni.gov.uk](http://www.court.ni.gov.uk)

## Code o' courtesy oan the uise o' Ulster Scots fer official business

This paiper gies a steer tae staff oan the uise o' Ulster Scots fer official business. Thon steer 'grees wi' the Cooncil o' Europe Charter fer Regional ir Minority Leids ("the Charter").

The foregaein Code o' Curtesy oan the uise o' Ulster Scots fer official business be ettled tae gie a han' tae staff tae maet wi' oor obleegements unner the charter.

This paiper taks owre fae interim guidance es brocht oot oan 8 Uptober 2004 through Norlin Airlan Coort Service Noatice 42/2004.

The norlin Airlan Coort Service noo wul owerset paipers intae ither leids quhan axed tae. Gif ye're needfu' o' thon get oantae the Information Service, Windsor Hoose, 9 – 15 Bedford Street, Bilfawst BT2 7 LT.

Uptober 2005

## **Introduction**

1. The Charter leuks oan diversity o' leids tae bae a richness o' heirskeip belangin tae ivryboadie. Ivryboadie bes entitlet tae fair daeins an' guid manners, at gaes oan tae thair leid. Ivry ettlin wul bae maide tae pit thae fair daeins across the mair hit nicht bae at we cannae deal wi' the boadie i the leid they want tae uise.
2. Offaicers shud get tae know about the pairts o' the Charter adae wi' Ulster Scots an the missures we wul uise tae pit thaim intae force.

## **General**

3. Aa staff shud repone wi' guid manners tae customers wantin' tae uise Ulster Scots.

## **Personal Naimes**

4. A boadie bes entitlet bae laa tae tak oan onie naime he ir she wants tae – i Inglis ir i onie ither leid. Gif he ir she bes moistly kent bae thon naime, hit's fit fer purpones o' laafu identification. Bit gif hit leuks laike he ir she isnae moistly kent bae thon naime, staff maun gae alang wi' onieboadie leukin tae bae kent bae the Ulster Scots foarm o' thair naime, an shud uise onie thon naime i official business. Staff shud tak' tent tae avoid confusion an duplication gif a boadie bes kent bae baith Ulster Scots an Inglis naimes. Hit nicht bae o' uise tae hae baith naimes oan file.
5. Gif an offaicer hes the notion at the boadie bein' dealt wi' nicht hae uised an Inglis foarm o' thair naime forebye, they nicht spear "Is thon the foarm o' yer naime ye allus uise? A hae tae mak' siccar at aa o' yer records ir thegither"
6. Gif a boadie gies his/hir naime i Ulster Scots, an the offaicer dealin' wi' the boadie fins hit haird tae screeve ir saie hit they shud ax the boadie tae gie thaim a han' tae spell hit.
7. Gif the screevit naime hes an accent, thon shudnae bae a hannlin. Neir ivry computer software package lets ye pit thaim in.
8. Tae sum ap a boadie bes entitlet tae uise quhat iver foarm o' thair naime they chuse. This richt shud niver bae questioned. Ivry ettlin shud bae

maide tae screeve an/ir saie a boadie's naime the richt wie. Dinnae bae burd moothed about axin sichin a bodie tae gie ye a han' tae dae thon.

### **Face tae face interviews an' maetins**

9. I the spirit o' the charter departments an organisations adae wi' thaim ir axed tae mak' readie fer Ulster Scots interviews an maetins. Hooiniver hit moistly isnae possible tae hae face tae face maetins i the Ulster Scots leid aa the mannit. Thon bes adae wi' the hairdness i maakin siccar o' fittin' quality assurance fer interpreters. Mair wittens can bae leuked fer fae the NI Coort Service Information Centre.

### **Tellyphone Caas**

10. Gif the boadie oan the phone stairts the collouge i Ulster Scots the offaicer can repone i Ulster Scots, (gif fit tae), ir i Inglis. Gif the offaicer cannae collouge i Ulster Scots they shud pit thon acroass an offer ither wies tae deal wi' the caa. The foarm o' wurds ablow nicht bae o' uise.

"A'hm sorry A cannae ansuer ye i Ulster Scots. Hooiniver A can offer ye this when o' ither wies o' dealin' wi' yer caa.

Ye nicht:

- Cairry oan i Inglis.
- Sen us a screed i Ulster Scots.
- Pit ye oan tae oor voice mail quhar ye'll bae fit tae gie a message i Ulster Scots.

11. Tae get oantae the **voice mail** tellyphone – 02890 412907. The Charter onie maks hit needfu' tae tak collougit axins an applications i Ulster Scots. Thair isnae onie obleegement tae repone i Ulster Scots.

### **Procedures fer the uise o' Ulster Scots leid voice mail.**

12. Gif a caller gets oantae the central switchboord ir tae a department an gies oot at thair ettlin tae dae thair business i Ulster Scots the caa wul bae pit oan tae, ir the caller airted aa, the Ulster Scots leid voice mail.

13. The voicemail bes leuked aa ivry day bae offaicers o' the NI Coort Service Information Centres. Aa messages gat wul bae owreset then an thair ir sent oan tae an owresetter. Owreset speirins wul bae sent oan tae the richt deapartment/offaice tae bae ected oan.

## **Screeds (includin' e-poast)**

14. The Charter dusnae obleege depairtments tae tak' screevit applications i Ulster Scots, hooiniver hit wud gae along wi' the spirit o' the Charter tae dae thon. Gif hit leuks laike, taakin owresettin intae accoont, a substantive repone cannae bae gienbae the relevant deidline, an acknowledgement shud bae sent oot sayin' hoo the screed bes bein' owreset an a substantive repone wul bae sent oot laiter oan. Hit micht bae a guid gesture tae sen' oot aa least the acknowledgement i Ulster Scots uisin a stock foarm o' wurds. (an Ulster Scots leid acknowledgement screed can bae gat fae the information centre).
15. The Charter dusnae obleege depairtments tae acknowledge ir repone i Ulster Scots tae correspondence screevit i Ulster Scots, hooiniver officials ir gien a steer tae dae thon bae uisin the Central Owresettin Service bae wie o' the NI Coort Service Information Centre quhar hit's needfu' tae dae sae. Owresettin intae Inglis an' the original screed wi' repone shud bae pit oan file. Tae mak' siccar at thair's nae doot officials pittin oot repones i Ulster Scots an no haein Ulster Scots thaimselfs micht laike tae sign the owresettin intae Inglis o' a repone an pit a coapie along wi' the unsigned foarm i Ulster Scots.
16. Quhan simboadie senns a screed tae the depairtment i Ulster Scots ye shud, aa yinst, get the paiper tae the Information Centre, Windsor Hoose. They wul hae hit owreset an sent beck tae ye. Quhar the paiper hes the leuk o' bein' urgent ir gif thair's a gien target tim' tae mak' a repone ir tak' action ye shud tell this tae the Information Centre.

## **Addresses**

17. Locail Government (Miscellaneous Provisions) (Norlin Airlan) Ordair 19&95 gies hit at a district cooncil may pit a foarm o' a street naime i anither leid alongside the naime i Inglis. Fer ap tae date wittens about non-Inglis street naimes tuk oan dae district cooncils gae tae [http://www.osni.gov.uk/paper/dual\\_lang.html](http://www.osni.gov.uk/paper/dual_lang.html) ir get oantae the Ordnance Servey ([info@pointer-ni.gov.uk](mailto:info@pointer-ni.gov.uk)). Quhan a boadie hes uised a laafu' Ulster Scots leid street naime staff shud uise the Ulster Scots foarm quhan maakin a repone tae screeds ir processin' applications. Baith Ulster Scots an' Inglis foarms shud bae noted oan the official record.
18. Quhar ither pairties micht bae involved laike quhar a paiper micht hae tae bae leuked intae (fer example drivin' licence) ir maide public (fer example plennin application) the Inglis foarm o' the street address shud bae shewn

alang wi' the Ulster Scots foarm. Thair irnae onie restrictions oan uisin Ulster Scots foarms o' ither pairts o' an address fer example toonlan', toon, coontie, kintra.

19. Quhan contact bes bein stairtet hit wud gie alang wi' the spirit o' the charter tae uise baith foarms tae stairt wi' an then gae oan uisin quativer leid wus uised i the repone. Depairtments an boadies adae wi' thaim ir encouraged tae uise baith foarms i thair paipers an publications.

### **Coort daeins, coort offices an biggins**

20. Airticles 9(1) an' (2) (Judicial Authorities) o' the Charter at maks provision adae wi' uisin a minority leid i coort daeins havnae yet bein applied tae Ulster Scots. Coort daeins wul, thairfore, cairry oan bein' i Inglis.

21. Staff i coort offices/biggins shud repone tae onie axin tae uise Ulster Scots wi' guid manners an point oot at:

- Aa coort daeins maun bae carriet oot i Inglis, (except quhar a boadie dusnae collouge i Inglis ir dusnae unnerstan hit);
- We dinnae hae an Ulster Scots leid service i coort offices/biggins.

### **Uise o' Ulster Scots i ither business**

22. the set doon requirements adae wi' the uise o' Ulster Scots unner Airticle 10 (Administrative Authorities and Public Services) apply tae aa heidquarters brenches, the Fxit Pnalty Ofaice, The Coort Funds Ofaice an the Enforcement o' Judgements Ofaice (except adae wi' applications tae ir heirins afore the Maister).

### **Coonter Services: EJO; FPO; CFO: an' Heidquarters reception/Information Centre.**

23. Gif a boadie stairts tae collouge i Ulster Scots aa a counter service ye can repone i Ulster Scots ir Inglis.

24. Gif ye cannae collouge i Ulster Scots ye shud tell this tae the boadie an gie thaim the chuse o';

- Taakin aboot the matter i Inglis
- Sennin a screed adae wi' the speirin i Ulster Scots.

## **Public Maetins**

25. Gif a boadie gies noatice aforehan at they ir fer collougin i Ulster Scots ye shud get oantae the Information Centre, Windsor Hoose es soon es yer fit tae. They wul arrange fer an interpreter tae attend.
26. Quhan noatice isnae gien aforehan an officials attendin' cannae collouge i Ulster Scots ye shud gie the boadie the chuse o' pittin thair point acroass i Inglis, gien screevit notions i Ulster Scots ir settin' ap a private maetin quhar an interpreter bes fit tae attend.

## **Speirins an' Monitorin'**

27. Speirins aboot this Code o' Courtesy an details o' aa axins tae dae business, (collougit an' screevit), i Ulster Scots shud bae addressed tae the Information Centre, Windsor Hoose, 9 – 15 Bedford Street, Bilfawst, BT2 7LT Tellyphone 028 90 412262, 028 90412387.