Reprinting Correspondence from Spanish to English

Project 13608

We are required to send notices to customers in the language that they request (currently only English and Spanish are available). When we have hearings or need to send those notices to third parties, we need to provide them in English so that everything that the customer submitted to the county is readable. With the implementation of Project 13608 in February 2020, we will now have the ability to reprint correspondence in either English or Spanish, without changing the client's language preferences.

How to Print

1 On the Client Correspondence Screen, click the printer icon in the top right.

2 On the Print Details Screen, use the Language drop down to select which language to print the correspondence in.

3 Select Print. CBMS will translate from English to Spanish (and vice versa) based off the selection made for the customer's preferred language and the Print Details Language.

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