

Superior Court of the State of Washington
for the County of Yakima

Judge Susan L. Hahn
Department No. 1

Judge's Chambers

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January 23, 2006

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COLUMBIA LEGAL SERVICES
YAKIMA OFFICE

Joint Interpreter Policy for the Superior Court and County Clerk

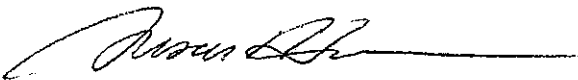
Dear Ms. Contreras:

Thank you for your assistance in the past year with the development of a Superior Court interpreter policy. The Superior Court and the County Clerk have decided to adopt a joint policy on interpreters. This is critical because we need to be able to uniformly coordinate our method of giving notice to non-English speakers and the manner in which we record the need. It is important that we know in advance who needs interpreter services as we schedule hearings and trials. We believe that our joint policy will address your concerns, will benefit the public, enhance access for non-English speaking litigants and witnesses and assist us in effectively and efficiently allocate our interpreter resources. We are including a copy of our joint policy for your review and comment.

We are very interested in working with you to develop a proposed state-wide court rule or policy in order to standardize best practices in this area. Yakima County has a profound need for interpreter services given our population. We believe this county would be an attractive sight for a pilot project. In order to adequately monitor need and effectiveness we would need additional resources. Perhaps we could jointly apply for a grant for this purpose. We should discuss strategies for the proposed pilot project. I would hope the County Clerk's Association, the Board for Judicial Administration, and the Superior Court Judges' Association would be interested.

We look forward to discussing these matters with you at our next meeting.

Very truly yours,



Susan L. Hahn
Presiding Judge
Yakima County Superior Court

YAKIMA COUNTY SUPERIOR COURT AND COUNTY CLERK JOINT POLICY ON INTERPRETERS

The Yakima County Clerk and the Yakima County Superior Court are committed to providing access to justice for all persons. Acknowledging that persons who speak a language other than English require special consideration to ensure meaningful access to the courts, the Superior Court and the County Clerk adopt the foregoing interpreter policy. The purpose of the policy is to provide notice to those in need of interpreter services that such assistance is available, to provide a mechanism whereby interpreter services can be easily and effectively requested, and to develop a uniform means for permanently identifying cases where the services of an interpreter are required and coordinated.

A...NOTICE. The Court and the Clerk will post notices in locations designed to best alert the public on the right to request interpreter services and the procedures for obtaining such services. The notices will be printed in Spanish and English and will direct readers to request assistance at the County Clerk's office, the Superior Court Administrator's office and the Juvenile Court Clerk's office. Additionally, the Clerk and the Court will jointly produce a pamphlet in Spanish that outlines the right of non-English speakers to the assistance of an interpreter and the method by which interpreter services may be requested. These pamphlets will be available in public locations designed to reach those who need this information.

B. REQUEST FOR INTERPRETER SERVICES. The Court and the Clerk will jointly develop a "Request for Interpreter Services" form that will be printed in both English and Spanish and will distribute the forms to the 3 locations listed in Section A above as well as to other locations deemed likely to facilitate interpreter requests. The Court will provide interpreter services as available to non-English speaking persons to assist those who may need help filling out the forms. The purpose of the form is to alert the Court Administrator that interpreter services are needed. It is the intent of the Court and the Clerk, to the extent reasonable and possible within available resources and existing technological limits, to track interpreter requests so subsequent requests are not required and schedulers will know in advance which persons require the assistance of an interpreter.

C. MODIFICATION OF EXEMPLARS. The Court and the Clerk will revise all exemplars used at time of filing original actions and noting for trial and hearing to include a request for interpreter services where needed. This information will be

recorded by the Clerk in the appropriate electronic format so that the need for interpreter services will be apparent each time the case comes before the court for hearing or trial.

D. MONITORING NEED. As with all Court services, the Court and the Clerk will monitor interpreter needs in order to adequately allocate budgetary resources on a yearly basis.

E. STAFF TRAINING. The Court and the Clerk will provide training to staff as to this joint policy so it may be properly implemented and monitored. The Court will add a section to its employee policies and procedures manual outlining this policy and the commitment of the Court and staff to ensuring access to justice for non-English speaking litigants and witnesses.

F. INFORMATION ON THE WEB. The Court and the Clerk shall add the information contained in Sections A, B and C above to their web pages for the convenience of web users.

¿NECESITA INTÉRPRETE PARA ASUNTOS DE LA CORTE?



Si usted necesita un intérprete para asuntos de la Corte, vaya al cuarto número 323 ó 314, ubicado en el 3er piso del Edificio de Tribunales para recibir asistencia en obtener un intérprete.

NEED AN INTERPRETER FOR COURT BUSINESS?



If you need an interpreter, go to
room number 323 or 314, located on
the 3rd floor of the Courthouse for assistance
in obtaining an interpreter.

The Municipal Court of Seattle



INTERPRETER MANUAL

April, 1997

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INTRODUCTION

Welcome to Seattle Municipal Court. As an interpreter, you play an important role in ensuring that hearing-impaired and non-English-speaking persons are able to have equal access to our courts. As a court interpreter, you are employed by the court to provide Due Process for all participants in the judicial process and, as such, are an "officer of the court". Interpreting for the Court demands accuracy, confidentiality, ethics, and a high degree of professionalism. This interpreter's manual is intended to help you be successful in the court environment.

Courts can be confusing and stressful for persons who are not used to the environment. Our court staff will assist you as much as possible but you can help yourself by taking time to review this manual and by keeping the manual with you when you come to interpret at the court. Please feel free to ask questions and make suggestions about how this manual can be improved.

As a partner in the criminal justice system, you play a vital part in helping to make justice accessible, timely, equal, and trustworthy. Thank you for your efforts.

ACKNOWLEDGMENT

We would like to express our sincere thanks to Martha Cohen and Suzanne Stettri-Sawrey of the Superior Court for their assistance in the development of this manual. Their expertise was invaluable to the completion of this project. **THANK YOU!**

STATE STATUTE

Washington State law sets the standards for the use of interpreters in courts. Revised Code of Washington Chapter 2.43 is reproduced below.

Chapter 2.43 *Interpreters for Non-English-Speaking Persons*

2.43.010 Legislative intent. It is hereby declared to be the policy of this state to secure the rights, constitutional or otherwise, of persons who, because of a non-English-speaking cultural background, are unable to readily understand or communicate in the English language, and who consequently cannot be fully protected in legal proceedings unless qualified interpreters are available to assist them.

It is the intent of the legislature in the passage of this chapter to provide for the use and procedure for the appointment of such interpreters. Nothing in this act abridges the parties rights or obligations under other statutes or court rules or other law.

2.43.020 Definitions. As used in this chapter:

- (1) **"Non-English-speaking person"** means any person involved in a legal proceeding who cannot readily speak or understand the English language, but does not include hearing-impaired persons who are covered under chapter 2.42 RCW.
- (2) **"Qualified interpreter"** means a person who is able readily to interpret to translate spoken and written English for non-English-speaking persons and to interpret or translate oral or written statements of non-English-speaking persons into spoken English.
- (3) **"Legal proceeding"** means a proceeding in any court in this state, grand jury hearing, or hearing before an inquiry judge, or before [an] administrative board, commission, agency, or licensing body of the state or any political subdivision thereof.
- (4) **"Certified interpreter"** means an interpreter who is certified by the office of the administrator for the courts.
- (5) **"Appointing authority"** means the presiding officer or similar official of any court, department, board, commission, agency, licensing authority, or legislative body of the state or of any political subdivision thereof.

2.43.030 Appointment of interpreter.

- (1) Whenever an interpreter is appointed to assist a non-English-speaking person in a legal proceeding, the appointing authority shall, in the absence of a written waiver by the person, appoint a certified or a qualified interpreter to assist the person throughout the proceedings.
 - (a) Except as otherwise provided for in (b) of this subsection, the interpreter appointed shall be a qualified interpreter.
 - (b) Beginning on July, 1990, when a non-English-speaking person is a party to a legal proceeding, or is subpoenaed or summoned by an appointing authority or is otherwise compelled by an appointing authority to appear at a legal proceeding, the appointing authority shall use the services of only those language interpreters who have been certified by the office of the administrator for the courts, unless good cause is found and noted on the record by the appointing authority. For purposes of this act, "good cause" includes but is not limited to a determination that:
 - (i) Given the totality of the circumstances, including the nature of the proceeding and the potential penalty or consequences involved, the services of a certified interpreter are not reasonably available to the appointing authority; or
 - (ii) The current list of certified interpreters maintained by the office of the administrator for the courts does not include an interpreter certified in the language spoken by the non-English-speaking person.
 - (c) Except as otherwise provided in this section, when a non-English-speaking person is involved in a legal proceeding, the appointing authority shall appoint a qualified interpreter.
- (2) If good cause is found for using an interpreter who is not certified or if a qualified interpreter is appointed, the appointing authority shall make a preliminary determination, on the basis of testimony or stated needs of the non-English-speaking person, that the proposed interpreter is able to interpret accurately all communications to and from such person in that particular proceeding. The appointing authority shall satisfy itself on the record that the proposed interpreter:
 - (a) Is capable of communicating effectively with the court or agency and the person for whom the interpreter would interpret; and

- (b) Has read, understands, and will abide by the code of ethics for language interpreters established by court rules.

2.43.040 Fees and expenses - Cost of providing interpreter.

- (1) Interpreters appointed according to this chapter are entitled to a reasonable fee for their services and shall be reimbursed for actual expenses which are reasonable as provided in this section.
- (2) In all legal proceedings in which the non-English-speaking person is a party, or is subpoenaed or summoned by the appointing authority or is otherwise compelled by the appointing authority to appear, including criminal proceedings, grand jury proceedings, coroner's inquests, mental health commitment proceedings, and other legal proceedings initiated by agencies of government, the cost of providing the interpreter shall be borne by the governmental body initiating the legal proceedings.
- (3) In other legal proceedings, the cost of providing the interpreter shall be borne by the non-English-speaking person unless such person is indigent according to adopted standards of the body. In such a case the cost shall be an administrative cost of the governmental body under authority of which the legal proceeding is conducted.
- (4) The cost of providing the interpreter is a taxable cost of any proceeding in which costs ordinarily are taxed.

2.43.060 Waiver of right to interpreter.

- (1) The right to a qualified interpreter may not be waived except when:
 - (a) A non-English-speaking person requests a waiver; and
 - (b) The appointing authority determines on the record that the waiver has been made knowingly, voluntarily, and intelligently.
- (2) Waiver of a qualified interpreter may be set aside and an interpreter appointed, in the discretion of the appointing authority, at any time during the proceedings.

2.43.070 Testing, certification of interpreters.

- (1) Subject to the availability of funds, the office of the administrator for the courts shall establish and administer a comprehensive testing and certification program for language interpreters.
- (2) The office of the administrator for the courts shall work cooperatively with community colleges and other private or public educational institutions, and with other public or private organizations to establish a certification preparation curriculum and suitable training programs to ensure the availability of certified interpreters. Training programs shall be made readily available in both eastern and western Washington locations.
- (3) The office of the administrator for the courts shall establish and adopt standards of proficiency, written and oral, in English and the language to be interpreted.
- (4) The office of the administrator for the courts shall conduct periodic examinations to ensure the availability of certified interpreters. Periodic examinations shall be readily available in both eastern and western Washington locations.
- (5) The office of the administrator for the courts shall compile, maintain, and disseminate a current list of interpreters certified by the office of the administrator for the courts.
- (6) The office of the administrator for the courts may charge reasonable fees for testing, training, and certification.

2.43.080 Code of ethics. All interpreters serving in a legal proceeding, whether or not certified or qualified, shall abide by a code of ethics established by supreme court rule.

COURT RULES

The Washington State Supreme Court has developed court rules for interpreters which apply to all court proceedings. The Code of Conduct (GR 11.1) is a set of general guidelines adopted by our Supreme Court to assist interpreters, counsel, and the court in addressing ethical concerns. However, not every situation is specifically addressed so err on the side of caution; and, if you are in doubt, ask for further guidance from the court, the State Court Administrators Office (Joanne Moore, 360-705-5301) and experienced interpreters. Also provided below are the State Court Interpreters Task Force "*Comments*" to the Code of Conduct which will prove to be useful extensions of each ethical provision of the Code.

GR 11.1
CODE OF CONDUCT FOR COURT INTERPRETERS

Preamble. All language interpreters serving in a legal proceeding, whether certified or uncertified, shall abide by the following Code of Conduct:

A language interpreter who violates any of the provisions of this code is subject to a citation for contempt, disciplinary action or any other sanction that may be imposed by law. The purpose of this Code of Conduct is to establish and maintain high standards of conduct to preserve the integrity and independence of the adjudicative system.

- (a) **A language interpreter, like an officer of the court, shall maintain high standards of personal and professional conduct that promote public confidence in the administration of justice.**

Comment - Court Interpreter Task Force(1986)

The Code of Judicial Conduct (CJC) Canons 1 and 3(B)(2) require a high standard of conduct by judges and their staff and court officials. As officers of the court, such standards apply to interpreters as well. Interpreters are the vital link in communication between litigants and the court. Conflicts of interest may consciously or subconsciously affect the quality or substance of any interpretation or translation.

The need for unquestioned integrity among interpreters is obvious. These Canons apply to interpreters and translators for both the hearing-impaired and for individuals who speak a language other than English.

CJC 3(B)(2) requires court personnel and others subject to the judge's direction and control to observe the standards of fidelity and diligence that apply to the judge.

- (b) **A language interpreter shall interpret or translate the material thoroughly and precisely, adding or omitting nothing, and stating as nearly as possible what has been stated in the language of the speaker, giving consideration to variations in grammar and syntax for both languages involved. A language interpreter shall use the level of communication that best conveys the meaning of the source, and shall not interject the interpreter's personal moods or attitudes.**

Comment - Court Interpreter Task Force(1986)

The interpreter should utilize the same level of language used by the speaker. This means that the interpreter will interpret colloquial, slang, obscene or crude language as well as sophisticated and erudite language, in accordance with the exact usage of the speaker. It is not the interpreter's task to tone down, improve or edit phrases.

Unless the interpreter is faithful to this concept of accurate interpretation, he or she may act as a filter or buffer in the communication process. This could damage the integrity of the trial process which is based on an adversarial system with vigorous examination and cross-examination. Consequently, the substance of questions posed and answers given during the testimony should not be altered more than absolutely necessary to assure comprehension.

The interpreter should not assume that it is his or her duty to simplify statements for a witness or defendant whom the interpreter believes cannot understand the speaker's statements. Like witnesses who do not use an interpreter, interpreted witnesses can and should request counsel or the court to explain or simplify matters if necessary.

An interpreter should never characterize or give a gratuitous explanation of testimony. The court or attorneys will request clarification from the speaker if necessary. The court and counsel should be sensitive to possible confusion by the witness. During testimony, the interpreter may volunteer to the court his or her belief that the witness does not understand a particular question or comment.

Idioms, proverbs and sayings rarely can be interpreted literally. The interpreter should seek an equivalent idiom or relate the meaning of the original idiom or saying.

While interpreting a non-English spoken language, the interpreter should not offer an explanation or repeat a witness' gesture or grimace which has been seen by the trier of fact.

Interpreters for the deaf or hearing-impaired should use the method of interpreting most readily understood by the deaf or hearing-impaired witness. For example, the witness may be more articulate in American Sign Language than in Manually Coded English or finger-spelling.

- (c) When a language interpreter has any reservation about ability to satisfy an assignment competently, the interpreter shall immediately convey that reservation to the parties and to the court. If the communication mode or language of the non-English speaking person cannot be readily interpreted, the interpreter shall notify the appointing authority or the court.**

Comment - Court Interpreter Task Force(1986)

A court interpreter or legal translator is often faced with new technical terms, slang, regional language differences, and other problems posing difficulty in accurately interpreting or translating.

The interpreter or translator must take time, and be given appropriate time by the court, to determine an appropriate and accurate interpretation or translation of the material. If unable to interpret or translate the material, the parties and the court must be advised so the court can take appropriate action. When necessary, another, better qualified interpreter should be substituted. Before such substitution, the court may determine whether another linguistic approach can be used for the same result in communication. For example, a different choice of words to be interpreted may solve the problem.

- (d) **No language interpreter shall render service in any matter in which the interpreter is a potential witness, associate, friend, or relative of a contending party, unless a specific exception is allowed by the appointing authority for good cause noted on the record. Neither shall the interpreter serve in any matter in which the interpreter has an interest, financial or otherwise, in the outcome. Nor shall any language interpreter serve in a matter where the interpreter has participated in the choice of counsel.**

Comment - Court Interpreter Task Force(1986)

The purpose of this canon is to avoid any actual or potential conflict of interest. CJC Canon 3(C) requires similar disqualification of a judge because of a conflict of interest. Interpreters should maintain an impartial attitude with defendants, witnesses, attorneys and families. They should neither conceive of themselves nor permit themselves to be used as an investigator for any party to a case. They should clearly indicate their role as interpreters if they are asked by either party to participate in interviews of prospective witnesses outside of the court. Interpreters should not "take sides" or consider themselves aligned either the prosecution or the defense.

See comment to Canon 6 which discusses the use of interpreters in client and witness interviews. Care must be taken to avoid exposing an interpreter unnecessarily to the conflict of becoming a potential witness on the merits.

Both court interpreters and jurors should be apprised of the identity of each other during voir dire to help determine whether any juror knows the interpreter.

The fees and remuneration of a court interpreter or legal translator shall never be contingent upon the success or failure of the cause in which she or he had been engaged.

Interpreters and translators shall not interpret in any matter in which his or her employer has an interest as an advocate, litigant or otherwise.

Interpreters shall be limited to the role of communication facilitators.

No interpreter who has served as an investigator assisting in preparation for litigation shall serve as a court interpreter in that cause.

- (e) **Except in the interpreter's official capacity, no language interpreter shall discuss, report, or comment upon a matter in which the person serves as interpreter. Interpreters shall not disclose any communication that is privileged by law without the written consent of the parties to the communication, or pursuant to court order.**

Comment - Court Interpreter Task Force(1986)

To promote the trust and integrity of the judicial system, it is important that court officials, including interpreters and translators, refrain from commenting publicly regarding an action. Interpreters and translators shall not offer an opinion to anyone regarding the credibility of witnesses, the prospective outcome of a case, the propriety of a verdict, the conduct of a case, or any other matter not already available by public record.

- (f) **A language interpreter shall report immediately to the appointing authority in the proceeding any solicitation or effort by another to induce or encourage the interpreter to violate any law, any provision of the rules which may be approved by the courts for the practice of language interpreting, or provisions of this Code of Conduct.**
- (g) **Language interpreters shall not give legal advice and shall refrain from the unauthorized practice of law.**

Comment - Court Interpreter Task Force(1986)

The interpreter shall never give legal advice of any kind to the non-English-speaking person or any other person, whether solicited or not. In all instances, the non-English-speaking person should be referred to counsel. The interpreter may give general information to a non-English-speaking person regarding the time, place and nature of court proceedings. However, in matters requiring legal judgment, the individual should be referred to an attorney.

The interpreter should never function as an individual referral service for any particular attorney or attorneys. This kind of activity has the appearance of impropriety. When asked to refer an non-English-speaking person to a particular attorney, the interpreter should refer such individual to the local bar association or to the Office of the Public Defender.

ACCURACY

Accurate interpretation and translation is of the utmost importance in any court or court-related assignment(See: GR 11.1(b) and Comment). Questions are phrased with great care to produce a specific response. Answers from the non-English-speaking person, even if they are poorly phrased, must be interpreted as exactly as possible to provide the clearest possible picture of the person speaking. The interpreter's job is to mirror the question, answer, or statement, not filter it.

Here are some examples of how to interpret for the court:

- * You must interpret the exact response even if the answer to a question is another question because the person answering did not hear or understand the question, even if the statement or question is nonsensical. The non-English-speaking person should not be placed in a better or worse position than a person not requiring interpretation.
- * Never repeat a statement for the person for whom you're interpreting. If the person says "What?" or "I don't understand", interpret this response exactly as you hear it and the question can be asked again. If he/she fails to respond at all, simply wait for the question to be repeated. Don't take it upon yourself to tell the court he/she doesn't understand.
- * Repeat what is said, either question or answer, as if you were saying it for yourself. To the question "State your name," the correct interpreted answer is "My name is John Doe," NOT "He says his name is John Doe." If the judge says, "I order you to answer the last question," you, as the interpreter, must say exactly what the judge said, NOT "The judge says you must answer the last question" or "You must answer the last question."

If a defendant or witness says, "Yes, yes, yes, it's true," you must interpret "Yes, yes, yes, it's true," and NOT "Yes, it's true." If he/she should say, "It was April, I mean March," you must interpret, "It was in April, I mean March," NOT "It was in March."

If a defendant or witness curses, swears, or uses what you might consider unacceptable language, you must still interpret what was said. It will not be the first time vulgar language has been used in a court.

You must not add or leave out words because you think it makes the question or answer more clear. INTERPRET EXACTLY WHAT IS SAID.

- * If a defendant/witness says he/she doesn't understand or wants more information, do not answer the question or provide information. For example,

if the defendant/witness is asked, "Now, were you there on that date?" and the defendant/witness asks you, "Does he mean, was I at home?," you must **NOT** say to him/her, "Yes, he means at home." You must interpret what the defendant/witness said and let the questioner respond.

- * If you, the interpreter, do not understand something, want something repeated, or feel you must speak to the judge, refer to yourself as the interpreter. The correct way to address the court is "Your honor, may the interpreter ask the witness for a clarification of a word (or phrase)? or "Your honor, the interpreter requests permission to..."

The defendant/witness may use a saying or expression that cannot be directly interpreted. You might say, "Your honor, the interpreter does not know an exact English translation for the saying the defendant/witness has used. It usually means". If the defendant/witness uses a word or phrase you do not know, or which has more than one possible meaning, tell the court. Do not guess at the meaning or possible meaning.

If a question contains a word or phrase which you believe may confuse the witness, you should inform the court.

- * Speak in a loud, clear voice, that can be easily heard by all parties.

If you are having difficulty interpreting, inform the court immediately. You may have problems for some of the following reasons:

- You cannot hear what is being said.
- Someone is speaking very quickly or too many people are talking at once.
- You do not remember a question or need to have the question repeated.
- You are tired, need a restroom break, a drink of water, etc.

- * The interpreter should avoid any conversation with the defendant/witness. You may be tempted to talk to the person to calm him/her or to be social but your conversation could be misunderstood and cast doubt on your independence and professionalism.

- * Be objective, neutral, and unbiased at all times, regardless of your own personal feelings. No one should be able to tell by looking at you and watching your face what your personal reaction is to what you are interpreting.

CONFLICTS OF INTEREST

Conflicts of interests are generally governed by GR 11.1(d). A conflict of interest may exist whenever any of the following occur:

- * The interpreter has in any way an interest in the outcome of a case;
- * The interpreter performed investigative services in the case for the defense, prosecutor or law enforcement;
- * The interpreter is acquainted with any party to the action, or with any witness or juror;
- * The interpreter has any prior involvement with the case
- * The interpreter is called or contacted by someone other than the Interpreter Clerk or the court.

If you do have a conflict, explain the conflict to all parties involved. A conflict does not mean that you will be disqualified from acting as an interpreter. In some smaller ethnic communities it is almost impossible to find an interpreter who does not have some sort of relationship with some or all of the parties. The important thing is that the conflict is known. The court will determine if the conflict will interfere with your ability to interpret in that case.

Where more than one participant to a case is in need of an interpreter, often times the parties believe that each participant is entitled to their own interpreter. Such situation does not, in and of itself, create a conflict; and, therefore, the court will not appoint more than one interpreter. When your services are requested, you are expected to interpret for all participants in that case who require your services.

CONFIDENTIALITY

The interpreter has an obligation to maintain the confidentiality of those for whom he/she is interpreting and translating (See: GR 11.1(e) and Comments thereto). Additionally, interpreters and translators are bound by the "privileges" which may be asserted by a party. Generally, privileges exist for communications between attorney and client, husband and wife, priest and parishioner, and physician/nurse and patient(See: RCW 5.60.060 and 5.62). You may have access to information from several of those sources and, therefore, you must, keep that communication confidential.

The following information must remain confidential:

- * Any interpreting you do between a lawyer and client. You may not repeat any part of what was said to anyone at any time. You cannot tell anyone what the attorney said to his/her client or what the client said to the attorney, including the client's family or friends.

- * Anything you learn from private documents, police records, medical files, etc. before and during legal proceedings.

Do not speak to anyone, including family, friends, or the media (newspapers, radio, TV) about the case pending before the court. This includes any opinion you may have about the case. If anyone asks about a case, say "I am not permitted to discuss anything with you out of the presence of the court or without the court's express written permission."

You can be released from the requirement for confidentiality only if:

- * The court orders you to disclose the information.
- * You are given written consent by the source of the information; however, such situations may require additional releases from other parties so proceed with caution -- ask the court.

ACCEPTING ASSIGNMENTS

- * Assignments will generally be coordinated through the Seattle Municipal Court's Interpreter Clerk (684-5661). The Interpreter Clerk must have accurate, up-to-date information on you (address, phone number, certification, etc.) Report any changes immediately.
- * **If you accept an assignment, be sure you have time on your calendar. Although the court gives priority to cases involving interpreters, our court has one of the heaviest caseloads in the State. Do not overbook.** Plan to spend at least an hour at an assignment. Your services are a vital and integral part of access to justice so your availability for the entire proceeding is crucial. Although it is impossible to accurately estimate the length of a hearing or trial, your assistance in keeping us apprised of your availability for a particular assignment will be very helpful.
- * **In the case of a Jury Trial/Master Calendar, the interpreter is expected to be available all day (8:30am - 12:00pm then 1:30 pm - 4:30 pm). For interpreters scheduled Monday or Tuesday morning at 8:30am, please call the Case Coordinator at 684-5679 after 5:00 pm on Friday.**
- * Court hearings and court related interpreting demands a knowledge and some understanding of legal words and phrases. You will often be working with someone who has been charged with a crime. You should only accept an assignment if you feel you can perform professionally, accurately, and

impartially. Accepting an assignment will be considered a guarantee that you will provide a high professional standard of interpreting, assuring due process to all parties.

- * Some cases may require you to know special or technical terms or an uncommon dialect. If you accept an assignment in good faith then discover you are unable to accurately interpret, you have a responsibility to disqualify yourself (See: GR 11.1(c)). You will not be disqualified from seeking future, more routine assignments if you step down.
- * Accurately state your professional qualifications. Be truthful about your training and experience. Judges and attorneys may ask you qualifying questions.
- * A judge or lawyer may question you closely on your credentials. Don't take the questioning personally. Simply answer the questions as best you can and leave it to the judge to stop any questioning he/she may think is improper. **NEVER** become involved in an argument. The court is required among other things to determine whether you are "qualified" to interpret (See:RCW 2.43.030, Appointment of Interpreter).
- * If a request for an assignment is left on your voice message system or the interpreter clerk pages you, please return the call and confirm acceptance or refusal of the assignment as quickly as possible. If you are unavailable, the court needs to arrange for another interpreter. If you need to leave town suddenly or decide to go on vacation, please inform the Interpreter Coordinator of the dates.

WHEN YOU GET TO COURT

- * Please be on time. Call if you are going to be late.
- * If you can't find the person for whom you are interpreting, check with the clerk to find out if the person has checked in.
- * Do not give legal advice to the person for whom you are interpreting. Refer any legal questions to the person's attorney (See: GR11.1(g)).
- * Do not bring food or beverages into the courtroom, jail, or attorney's office. Also, remove your hat when entering the Courtroom.
- * Carry a pad and pen at all times to assist in your interpreting assignment.

- * It is the custom for everyone to stand when the judge enters and leaves the courtroom. Stand up if the judge talks to you or if you talk to the judge. Always address the Court as "Your honor" or "Judge".
- * You will be sworn in as an interpreter before you begin interpreting. If you haven't been sworn in, remind the court before you begin.
- * Wear business clothing. Men should wear a tie. Avoid low cut necklines, long slits in skirts and dresses, and short skirts. Keep jewelry to a minimum. Interpreting is a profession.
- * Be courteous to the judge, court clerks, attorneys, and everyone involved in the case.
- * **PLEASE DON'T LEAVE A COURTROOM UNTIL YOU HAVE BEEN DISMISSED BY A JUDGE OR MAGISTRATE. THE CASE MAY HAVE TO BE CONTINUED IF YOU LEAVE EARLY.**

INTERPRETING FOR OFFICE VISITS

On occasion, you may be asked to interpret in an attorney's office. The same rules for accuracy, conflict of interest, and confidentiality apply to office visits as to courtroom appointments.

When an attorney contacts you for an office visit, **the attorney must have an order signed by the judge authorizing payment.** (A copy of an order is in this section) That order should specify the hourly rate and number of hours allotted. Without a court order for payment, remuneration for your in-office interpreting **will not** be the responsibility of the court. **It is the attorney's responsibility to attach the invoice to order and bring it to the interpreter coordinator in the Public Safety Building.**

When the initial contact is made with the attorney, ask whether there is a court order for payment and, if not, who will be responsible for your fee. This must be done in a timely manner.

When you are finished interpreting pursuant to a court order, you must submit an invoice to the attorney. The bill will be attached to the judge's order and brought to the Interpreter Coordinator for payment. If you do not have an invoice, one will be provided for you.

Your bill must include the following information:

Date: _____

Name: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____ Language: _____

Date of Service: _____

Interpreter services provided for:

Defendant's name: _____

Case number: _____

Attorney's Name: _____

Location: _____

Payment: Hours worked: ____ @ \$ ____ per hour = Total Due: \$ ____

IN THE MUNICIPAL COURT OF THE CITY OF SEATTLE

THE CITY OF SEATTLE,

Plaintiff,

vs.

Defendant.

)

)

)

) No.

)

) MOTION AND ORDER FOR

) APPOINTMENT OF AN INTERPRETER

) FOR OUT-OF-COURT PROCEEDINGS

)

MOTION

COMES NOW the defendant, by and through his/her undersigned attorney, and moves this court pursuant to RCW 2.42, RCW 2.43, and CrRLJ 3.1(f) for the appointment of a qualified interpreter to aid in the defense in connection with interviews and other out-of-court proceedings connected with this case.

ORDER

BASED ON the files and records in this matter and the above-referenced statutes and court rules, the Court finds that an interpreter in connection with interviews and other out-of-court proceedings connected with this case is necessary to the defense, NOW, THEREFORE,

IT IS ORDERED that a qualified interpreter in (Specify Language/Dialect) _____ be appointed to interpret for any necessary interviews and other out-of-court proceedings in this case;

IT IS FURTHER ORDERED that the Clerk of the Seattle Municipal Court accept the billing of these interpreter services and process that bill by directing the Municipal Court Comptroller to pay for the services rendered. The fees for such services shall not exceed \$ _____ per hour for a maximum of _____ hours, or a total of \$ _____. Payment in excess of the above limits will not be made without prior authorization of the Court.

DATED this _____ day of _____, 19 ____.

JUDGE

Presented by:

Attorney for Defendant, WSBA # _____

ORDER AUTHORIZING EXPERT SERVICES

1. The order must signed by a Judge saying that Seattle Municipal Court will pay for services rendered.
2. Once services are rendered, the attorney should get an invoice/bill from the expert and attach it to the order.
3. The attorney must bring the order and invoice/bill and put a copy in the court file, bring original copy of order and invoice/bill for payment to:
Financial Services Division
PSB Room 1508
Attn.: Interpreter Coordinator
4. Feel free to call the Interpreter Coordinator at 684-5661 if you have any questions.

IN THE MUNICIPAL COURT OF THE CITY OF SEATTLE

THE CITY OF SEATTLE,

Plaintiff,

vs.

Defendant.

No.

**Order Providing For Expert Services at Public
Expense**

THIS MATTER came before the undersigned Judge of the above-entitled Court upon defendant's motion by the undersigned attorney for expert services at public expense. The Court having considered supporting affidavits, records and files and CrRLJ 3.1(f) and SMC 2.10, and it appearing that such expert services are necessary to an adequate defense and that the defendant is financially unable to obtain them, NOW, THEREFORE,

IT IS ORDERED THAT _____ is appointed to perform the following expert services:

Evidence Exam

Investigative Services

Mental Evaluation with Written Report

Other _____

These services may include providing testimony and/or a written report in conjunction with the above-entitled matter. Reasonable compensation for these services shall be determined by the Court upon filing of a claim and supporting affidavit specifying the time expended and the services expenses incurred. The fees for such services shall not exceed \$_____ per hour for a maximum of ____ hours, or a total of \$ _____. Payment in excess of the above limits will not be made without prior authorization of the Court. No order is made regarding the necessity for expert testimony.

IT IS FURTHER ORDERED that, if necessary, the Jail Commander will admit the above-named expert to the King County Jail at reasonable times as necessary to perform said services.

IT IS FURTHER ORDERED that, expenses herein may be assessed against the defendant, if convicted, at time of sentencing.

DATED this ____ day of _____, 19 ____.

JUDGE

Presented by:

Attorney for Defendant, WSBA # _____

Affiliation

Telephone Number

SEATTLE MUNICIPAL COURT
INTERPRETER PAYMENT PROCESS

SUBJECT: Procedure For Processing Interpreter Service Invoices

Purpose: To establish the procedure for the processing and payment of claims for arranged interpreter services.

Policy: The Court shall arrange professional interpreter service in accordance with state law and provide a procedure to audit claims for payment and provide for the payment of those claims in timely manner.

A. Acknowledgment of Procedures.

1. All interpreters who accept an interpreting assignment at Seattle Municipal Court agree to abide by this and all other procedures and policies as defined in THE MUNICIPAL COURT OF SEATTLE'S INTERPRETER MANUAL.
2. Each interpreter shall sign a statement acknowledging that they have received, read and agree to abide by these procedures.
3. An acknowledgment of receipt of these procedures shall be maintained by the Interpreter Coordinator at Seattle Municipal Court.
4. Lack of signed acknowledgment may prevent any interpreter from being given an assignment.
5. Failure to comply with any Seattle Municipal Court Interpreter policy and procedure shall result in the removal of the Interpreter from the Court's referral list.

B. Arrangement for Interpreting Services:

1. The defense attorney, prosecutor, probation counselor or defendant shall notify the Court of the need for an interpreter by completing the REQUEST FOR INTERPRETER form. **The REQUEST FORM must be in the hands of the Interpreter Coordinator at least seven days prior to the court date.**
2. The Court Clerk, Bailiff or Probation Counselor shall notify the Interpreter Coordinator via a REQUEST FOR INTERPRETER form.

3. The Interpreter Coordinator shall contact qualified interpreters for assignment.

A. An interpreter already assigned a case on that day, around that time, shall be given top priority.

B. If the target language has certified interpreters, the Interpreter Coordinator shall make every attempt to refer those interpreters who meet the certification requirements.

C. If a certified interpreter is not available, a qualified interpreter will be contacted.

4. The Interpreter Coordinator shall provide the interpreter with all particulars of the case; date, case number, defendant's name, location, language/ dialect.

5. The Interpreter Coordinator shall notify the Court Clerk, by returning the completed form, and the name and phone number of the interpreter assigned to appear for the particular case.

SEATTLE MUNICIPAL COURT REQUEST FOR INTERPRETER SERVICES

Defendant: _____
(Name)

Case No: _____

Charge: _____

Date of Hearing/Appointment: _____ Time: _____ ☐ A.M. _____ ☐ P.M.

Interpreter needed for: _____
(Specify Language and Dialect)

Requester Name: _____

Date of Request: _____

Address: _____

Telephone No: _____

Affiliation: _____

☐ For Defendant: _____
(Name)

☐ For City Witness:

(Name)

(Name)

(Name)

☐ For Defense Witness:

(Name)

(Name)

(Name)

In Court Room No: _____

Hearing Type: _____

- ☐ Public Safety Building, 600 3rd Avenue, Seattle, Washington 98104
- ☐ Dexter Horton Building, 700 2nd Avenue, Seattle, Washington 98104
- ☐ Room 200, King County Jail, 500 5th Avenue, Seattle, Washington 98104

Other Location: ☐ Probation - Room 1490, Dexter Horton Building
700 2nd Avenue, Seattle, Washington 98104
684-7840

☐ Domestic Violence Probation - Room 1400, Public Safety Building
600 3rd Avenue, Seattle, Washington 98104
233-2689

☐ Jury Assembly Room, Room 1200, Public Safety Building
600 3rd Avenue, Seattle, Washington 98104
684-5688

Seattle Municipal Court Comptroller Use Only

Date: _____

By: _____

Name of Interpreter: _____

Telephone No: _____

☐ Match to Invoice

Paid Date: _____

Form returned to Court: Reason _____

C. APPEARANCE BY INTERPRETER

1. The interpreter shall appear at designated time and place of the assignment.
2. The interpreter shall sign in upon arrival and notify the **clerk, probation counselor, or bailiff** of the case for which they are assigned.
3. **The clerk, probation counselor, or bailiff shall indicate the check-in time on the service invoice.**
4. While appearing in Court or in a **probation counseling session**, the interpreter shall adhere to the CODE OF CONDUCT FOR INTERPRETERS (Washington Court Rules GR. 11.1) and other guidelines detailed in **THE MUNICIPAL COURT OF SEATTLE'S INTERPRETER MANUAL**.
5. Upon completion of service, the interpreter shall check out with **clerk, probation counselor, or bailiff**.
6. **The clerk, probation counselor, or bailiff shall indicate the finish time on the interpreter's service invoice and initial as verification of appearance.**
7. The service invoice shall be returned to the Interpreter. **It is the responsibility of the Interpreter to insure that the form is properly signed and returned at the conclusion of the session/appointment. An Interpreter may not return for signatures at a later time. Without a signature, no payment will be issued.**
8. Failure to appear as scheduled may result in the interpreter being dropped from the availability listing.
9. If an error is made, it shall be lined out and initialed by the clerk or probation counselor and reentered on the next line of the invoice.

D. RATES FOR INTERPRETIVE SERVICES

1. Rates for interpretive services are set by the Judges of Municipal Court.
2. Interpreters shall be paid in **FIFTEEN MINUTE** increments with a minimum of 1 hour, however, an interpreter may interpret on more than one case within that one hour. **EACH CASE IS NOT A ONE HOUR MINIMUM.**
3. Payment will be made for scheduled time only. Interpreters are not paid for the waiting time if they arrive early for the session or appointment, unless the defense attorney or prosecutor utilizes services prior to the scheduled time and this is made known to the Court that day by having a Court Order signed by a Judge.
4. Interpreters assigned to **all day** jury trials shall be assigned and paid a **three** hour minimum if the case is dismissed after they arrive. If the case is canceled or re-scheduled without 24 hours notice, the interpreter will be paid a three hour minimum. The interpreter will contact the Interpreter Coordinator to see if his/her services could be utilized elsewhere during this assignment, with no additional compensation.
5. Interpreters assigned to jury duty shall be scheduled in two hour blocks. Compensation shall be for the entire day, (8:30am - 12:00pm and 1:30pm - 4:30pm), if so scheduled. The Court shall not pay for the lunch hour. If the interpreter is scheduled for only one two hour block, payment shall be for that particular block of time only.
6. The Court does not reimburse for mileage, parking or travel time. Extraordinary expenses may be considered, but review by the Court Administrator will be required.

E. SUBMISSION OF CLAIMS/ PAYMENTS FOR SERVICES

1. Interpreters shall submit a completed INTERPRETER SERVICE INVOICE in order to receive payment.

Invoices shall be submitted to:

**Seattle Municipal Court
Attention: Interpreter Coordinator
Seattle Municipal Court
610 3rd Ave, Room 1508
Seattle, WA 98104-1824**

2. Invoices must be submitted in order to reach the interpreter coordinator by the **15th and 30th** of each month.

3. Each invoice must be completed in accordance with Municipal Court procedures, following the instructions on the reverse side of the invoice.

4. Out of court appearances **(such as office visits)** shall be supported by a court order and an attached invoice.

5. Each claim on the submitted invoice shall include:

- A. The date of the appearance
- B. The case number of the assignment.
- C. The defendants name on the case.
- D. The type of hearing.
- E. The Courtroom number and/or judge's name.
- F. Check-in time (completed by **clerk, probation counselor, or bailiff**).
- G. Check-out time (also completed by **clerk, probation counselor, or bailiff**).
- H. Number of hours for the assignment.
- I. An authorizing signature from **clerk, probation counselor, or bailiff**.

6. Multiple assignments, in the same courtroom, within certain time frames shall be combined to determine the actual amount to be paid. (Example: three cases between 10:00 am and 11:30 am, in court # 1 shall result in a payment for one and one half hours.) Each assignment/case shall not be treated individually.

7. Claims shall be submitted with the AMOUNT column LEFT BLANK, and the TOTAL HOURS box left blank.

8. INTERPRETER SERVICE INVOICES shall be submitted to the interpreter coordinator by the 15th and 30th of each month.

9. The interpreter coordinator shall process the invoices and submit to Accounts Payable as soon as possible after the 15th and 30th of each month so that warrants shall be issued within a reasonable time frame . These timetables may be altered because of holidays and weekends.

10. Claims submitted after the 15th and/or the 30th of the month shall not be processed until the following processing cycle.

11. The interpreter coordinator shall verify all claims for payments.

A. Unauthorized claims shall not be paid.

B. Claims for services not arranged and scheduled through the Court shall not be paid.

12. The interpreter coordinator shall notify the interpreter of all claims which were not paid, or any payment amount which does coincide with the submitted invoice.

13. All claims should be submitted within 30 days of rendering service or payment may be denied. This includes interpreter invoices, order's for office visits and orders from experts

14. Any party who brings his/her own interpreter is responsible for payment of those services.

15. Any submission of unauthorized claims shall not be paid. Repeat submission of unauthorized claims shall result in the interpreter's removal from the interpreter referral list and/or other disciplinary actions and/or sanctions.

16. There shall be no exceptions to the payment processing procedure.

G. DENIAL OF CLAIM -- APPEAL

1. An interpreter is entitled to an explanation for a denial of payment for a claim or payment for a claim which is different than as submitted on the service invoice. This explanation shall reference court policy and procedures as to the nature of the denial or change.
2. The interpreter coordinator shall provide such explanation in writing. The explanation shall accompany the appropriate bi-monthly payment, or if the invoice is for a single denied claim, by mail directly to the interpreter.
3. The interpreter may appeal, in writing, to the interpreter coordinator, if more adequate justification is available.
4. The interpreter coordinator shall review the documentation supporting the appeal and determine if the denial is appropriate. The interpreter coordinator may refer appeals to the financial services manager for final resolution.
4. The interpreter coordinator shall refer all appeals that fall outside the parameters set forth in Court policies and procedures to the judge presiding over the case in question.
5. The interpreter coordinator shall provide written resolution of the interpreters appeal within 15 days of receipt.

H. Submission of Fraudulent Claims

Any claim deemed to be fraudulent in nature will result in the removal from the interpreter referral list and will be forwarded to the appropriate authority to determine if criminal charges should be filed and/or other disciplinary actions and/or sanctions imposed.

I. Specific Instructions for Completion of Interpreter Service Invoices

<u>Box</u>	<u>Box description</u>	<u>Instructions</u>
1.	INTERPRETER	Enter the name of the Interpreter to whom payment is to be made.
2.	SOCIAL SECURITY #	Enter the social security number of the interpreter.
3.	AGENCY	Enter the name of the agency for whom the interpreter works (if applicable), or the Interpreter's business name. <u>Payment will be made to the name in this box (if completed).</u>
4.	ADDRESS	Enter the complete address of the interpreter, including street, city, state and zip code.
5.	TELEPHONE	Enter the telephone number of the interpreter.
6.	LANGUAGE	Enter the specific language which is interpreted (e.g. Spanish, A.S.L.)
7.	STATE CERTIFIED	Mark YES if you have state certification as an interpreter, otherwise mark NO.
8.	PAYMENT PERIOD	Mark the appropriate box for the time frame this service invoice represents
9.	DATE	Enter the date which you appeared in Court.
10.	CASE NUMBER	Enter the case number for the case on which you interpreted.
11.	DEFENDANT'S NAME	Enter the name of the defendant or City witness for whom you interpreted.
12.	TYPE OF HEARING	Enter the type of hearing e.g. Jury Trial, intake, In-Custody arraignment
13.	COURTROOM # JUDGE'S NAME	Enter the Courtroom number of the assignment and the name of the Judge presiding over the case.
14.	TIME IN	The time in box will be completed by the clerk, probation counselor, or bailiff. Present your form when you arrive for your assignment. The time in will be no earlier than the scheduled start time of the session/appointment.
15.	TIME OUT	The time out box will be completed by the clerk, probation counselor, or bailiff. Present your form after you have completed your assignment.

- | | | |
|-----|-------------------------|--|
| 16. | NUMBER OF
HOURS | Enter the length of the assignment. |
| 17. | AUTHORIZED
SIGNATURE | To be completed by clerk, counselor, or bailiff at the completion of your assignment. |
| 18. | AMOUNT | LEAVE BLANK. Amounts will be pursuant to the Court's rate schedule for interpreting. |
| 19. | TOTAL (2 boxes) | LEAVE BLANK. Amounts will be calculated upon verification and reconciliation by the Interpreter Coordinator. |
| 20. | SIGNATURE / DATE | Sign and date your form before you submit for payment. |

Each form must be completely filled out and submitted according to the policies set forth by the Municipal Court of Seattle.

(SEE REVERSE SIDE FOR INSTRUCTIONS)

INTERPRETER:

SOCIAL SECURITY #:

AGENCY:

ADDRESS:

TELEPHONE:

LANGUAGE:

STATE CERTIFIED:

☐ Yes # _____ ☐ No _____

SEATTLE MUNICIPAL COURT

ATTN: Interpreter Coordinator

ACCOUNTS PAYABLE DEPARTMENT

610 THIRD AVENUE

SEATTLE, WA 98104

Voucher must be submitted within 30 days of date of interpreter service rendered or the vouchers may not be honored and paid.

☐ 1st thru 15th of the month ☐ 16th thru 31st of the month

Date	Case Number	Defendant's Name	Type of Hearing	Courtroom # Judge's Name	Time		Number of Hours	Authorized Signature	Amount
					In	Out			
(USE REVERSE FOR OTHER CASES)					TOTAL			TOTAL	

EACH APPEARANCE MUST BE SIGNED BEFORE LEAVING COURTROOM

I declare under penalty of perjury that the services indicated hereon were legally required and personally performed by me and the fees therefor are a just and legal charge against the Seattle Municipal Court. Claim is hereby made for interpreting services as itemized above.

SIGNATURE:

DATE:

PAGE: OF:

WHERE WILL YOU BE INTERPRETING?

In most cases, interpreting will occur in a courtroom or in a magistrate's office. However, you may be needed to interpret in the Court's Probation Department, a public defender attorney's office or in the King County Jail. Listed below are the locations of the courtrooms, magistrate office, Probation, and public defender offices.

Courtrooms

Department 1	Room 700, Public Safety Building (7th floor)	684-5678
Department 2	Room 840, Dexter Horton Building (8th floor)	684-7668
Department 3	Room 422, Public Safety Building (4th floor)	684-5672
Department 4	Room 424, Public Safety Building (4th floor)	684-5672
Department 5	Room 112, Public Safety Building (1st floor)	684-5666
Department 6	Room 111, Public Safety Building (1st floor)	684-5666
Department 7	Courtroom 2, King County Jail (5th & James)	386-1536
Department 8	Room 840, Dexter Horton Building (8th floor)	684-1698
Department 9	Room 106 Public Safety Building (1st floor)	684-5607
Department 10	Room 422 Public Safety Building (4th floor)	684-5672
Department 10J	Courtroom 2, King County Jail (5th & James)	386-1536
Department 11	Courtroom 2, King County Jail (5th & James)	386-1536
Department 12	Room 1408, Public Safety Building (14th floor)	684-8904

Probation Offices

Room 1490, Dexter Horton Building (206) 684-7840

Room 1400, Public Safety Building Domestic Violence Unit (206) 233-2689

Building Addresses

Public Safety Building \ Seattle Municipal Court

610 Third Avenue (Third Avenue and James Street)

Seattle, WA 98104

(Interpreter Coordinator Room #1508) 206-684-5661

Dexter Horton Building

700 Second Avenue (Third Avenue and Cherry Street)

Seattle, WA 98104

King County Jail

500 Fifth Avenue (Corner of Fifth Avenue and James Street)

Courtroom #200

Seattle, WA 98104

Public Defender's Offices

The Defender's Association
Central Building, 8th Floor
810 Third Avenue
Seattle, WA 98104
(206) 447-3900

Associated Counsel for the Accused
401 Terrace St.
Seattle, WA 98104
(206) 624-8105

Northwest Defender's Association
830 4th Ave South, Suite 200
Seattle, WA 98134-1301
(206) 674-4700

Office of Public Defense
123 Third Avenue South, 4th Floor (3rd & Washington Street)
Seattle, WA 98104
(206) 296-7666 Screening
(206) 296-7582 Administration

City Attorney's Office
1414 Dexter Horton Building
710 Second Avenue
Seattle, WA 98104
(206) 684-7757

Court Information Line (206)-684-5600

The Municipal Court of Seattle



To: Interested Interpreters

From: Roslyn Lowe,
Interpreter Coordinator

Date: April 4, 1997

Re: Becoming an Interpreter

Thank you for showing interest in becoming an interpreter with Seattle Municipal Court. The Court uses interpreters that are certified by the State of Washington with Court experience.

Those languages that are Certified are: Cambodian (Khmer), Cantonese, Korean, Laotian, Russian, Spanish and Vietnamese. All other languages are considered Non-Certified. However if you don't have any Court experience and would like to become Certified by the State of Washington, please contact:

Joanne Moore (360) 753-3365
1206 S. Quince Street
P. O Box 41170
Olympia, WA 98504-1170

Please submit your resume and answers to the attached questions and return them to me at the address list below.

Seattle Municipal Court
Public Safety Building
610 Third Avenue/Room 1508
Seattle, WA 98104
Attn: Interpreter Coordinator

Feel free to call me at (206) 684-5661. I look forward to hearing from you.

rl
Attachments

Public Safety Building, 600 3rd Avenue, Seattle, WA 98104
TTY (Hearing & Speech Impaired) 684-5210

"Printed on Recycled Paper"

HOW TO BECOME AN INTERPRETER WITH SEATTLE MUNICIPAL COURT

To become an interpreter with Seattle Municipal Court you must send a resume of your court experience to:

Seattle Municipal Court
Public Safety Building
610 Third Ave/Room 1508
Seattle, WA 98104
Attn: Interpreter Coordinator (206) 684-5661

Your resume will be reviewed and you will be contacted as to whether you will be added to the list of available interpreters. Some languages require certification by the State of Washington. The languages which require certification are: Cambodian, Cantonese, Korean, Laotian, Russian, Spanish and Vietnamese. All other languages are considered "Non-certified."

If a language is certified, RCW 2.43 requires appointing authorities to appoint **only** certified interpreters, absent good cause.

An exam is given to test your skills and abilities in the language you wish to interpret. Once you are certified you will be added to the Directory of Interpreters used in Washington State. Identification cards are issued to certified interpreters by the state so courts can easily verify their certification status. **ALWAYS BRING YOUR CARD TO COURT WITH YOU.**

To become certified by the State of Washington you must contact:

Joanne Moore
Office Of the Administrator for the Courts
1206 South Quince Street, MSEZ-11
Olympia, WA 98504
360-753-3365

If you speak a language which does not require certification, your name can also be added to a referral list to be contacted by the different courts in various proceedings where interpretive services are required. Individuals on this list have a wide range of educational background and experience. Because their qualifications have not been tested, the court or administrative agency must use caution in appointing "**Non-Certified Interpreters**".

**SUGGESTED QUESTIONS FOR ESTABLISHING A PROPOSED
INTERPRETER'S QUALIFICATION**

1. What is your native language?
2. How did you learn English and the target language?
3. How long have you been speaking English and the target language?
4. Have you had any formal training in either language? Where, and how long?
5. Can you read both languages?
6. What is the highest grade you completed in school?
7. Do you have any problems being close to persons who have committed crimes or in Jail?
8. Have you ever interpreted in court before? Where? How often?
Please include references.
9. Have you taken the Washington State Interpreter Certification test? Are you certified by any other state? If you are certified please include a copy of your certification.
10. Have you received any special training in court interpreting?
11. Describe the simultaneous and consecutive modes of interpretation.
12. Do you ever summarize statements while interpreting? Do you understand the law requires you to interpret everything said by all parties?
13. Have you read and do you understand the Code of Conduct for Court Interpreters? Briefly describe the main points.

SIGN IN FOR INTERPRETERS
THE SEATTLE MUNICIPAL COURT, COURT # _____
DATE: _____

DEFENDANT	LANGUAGE	INTERPRETER	TIME
NAME:			IN:
CASE #:			OUT:
NAME:			IN:
CASE #:			OUT:
NAME:			IN:
CASE #:			OUT:
NAME:			IN:
CASE #:			OUT:
NAME:			IN:
CASE #:			OUT:
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CASE #:			OUT:
NAME:			IN:
CASE #:			OUT:

INTERPRETERS: PLEASE LOG "TIME IN" AND "TIME OUT"

