

# GRAYS HARBOR COUNTY DISTRICT COURT LANGUAGE ASSISTANCE PLAN (LAP)

## I. LEGAL BASIS AND PURPOSE

This document serves as the plan for Grays Harbor County Courts to provide services to Limited English Proficient (LEP), deaf or hearing impaired individuals in compliance with Title VI of the Civil Rights Act of 1964; 45 C.F.R. § 80 et seq.; 28 C.F.R. § 42 et seq.; and RCW 2.42 and 2.43. The purpose of this plan is to provide a framework for the provision of timely and reasonable language assistance to LEP, deaf or hearing-impaired persons who come in contact with Grays Harbor County Courts.

This LAP Plan was developed to insure equal access to court services for persons with limited English proficiency and deaf and hearing-impaired persons. Although deaf and hearing-impaired individuals are covered under the Americans with Disabilities Act (ADA) rather than Title VI of the Civil Rights Act, they have been included in this plan insofar as they relate to RCW 2.42 and 2.43.

## II. NEEDS ASSESSMENT

### A. Statewide

Washington State provides court services to a wide range of persons, including people who do not speak English or who are deaf or hearing impaired. Service providers include the trial courts at the Superior, District and Municipal Court levels.

According to 2000 U.S. Census data, the most widely used languages for interpreters in Washington State were (in descending order of frequency):

1. Spanish
2. Russian
3. Vietnamese
4. Chinese

## **B. Grays Harbor County Courts**

Grays Harbor County Courts will make every effort to provide service to all LEP, deaf and hearing-impaired persons. However, the following list shows the non-English languages that are most frequently used in the area.

- Spanish
- ASL
- Korean
- Russian

This information is based on data from the Office of Interpreter Services, Records of Interpreter engagements and billing and the Court's experience with LEP. In compiling this information on local language needs, the following individuals and groups were consulted: the Court Administrators and Judges from each court. Method of consultation was individual meetings.

Grays Harbor County Courts have identified the following additional language assistance needs among court users in the area.

- Triqui

This information is based on input from The Office of Interpreter Services. In compiling this information on local language needs, the following individuals and groups were consulted: Northwest Justice Project, Hoquiam Municipal Court, Elma Municipal Court, Westport Municipal Court, Aberdeen Municipal Court, Grays Harbor Superior Court, Grays Harbor County Clerk's Office, Office of the Deaf and Hard of Hearing, Grays Harbor County Juvenile Court, Domestic Violence Center of Grays Harbor and Grays Harbor County District Court.

## **III. LANGUAGE ASSISTANCE RESOURCES**

### **A. Interpreters Used In the Courtroom**

The use of court interpreters (both sign language and non-English spoken language) is guided by two state statutes – RCW 2.42 and 2.43, respectively.

It is the policy/law of Washington State to secure the constitutional rights of deaf persons and of other persons who, because of impairment of hearing or speech, are unable to readily understand or communicate the spoken English language and who consequently cannot be fully protected in legal proceedings unless qualified interpreters are available to assist them. See RCW 2.42. It is also the policy/law of Washington

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. See RCW 2.43.

When a deaf or hearing impaired person is a party or witness at any stage of a judicial or quasi judicial proceeding in the state or political subdivision, including but not limited to civil and criminal court proceedings, grand jury proceedings, proceedings before a magistrate, juvenile proceedings, adoption proceedings, mental health commitment proceedings and any proceeding in which a deaf or hearing impaired person may be subject to confinement or criminal sanction, the appointing authority shall appoint and pay for a qualified interpreter. See RCW 2.42.120(1). 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 or registered by the Administrative Office of the Courts (AOC). See RCW 2.43.030(1)(b). If the current list of certified and registered interpreters maintained by AOC does not include an interpreter certified or registered in the language spoken by the non English speaking person, the appointing authority shall appoint a qualified interpreter as defined in RCW 2.43.020(2).

### **1. Determining the Need for an Interpreter in the Courtroom**

There are various ways that the Grays Harbor County Courts will determine whether an LEP, deaf or hearing-impaired court customer needs an interpreter for a court hearing. First, in domestic and civil matters the LEP, deaf or hearing-impaired person may request an interpreter. In all criminal matters the LEP's language is identified by the citing law enforcement officer, jail staff, deputy prosecuting attorney or the defense attorney. Each Court receives a daily list of defendants ready for their first appearance with the language indicated. The Grays Harbor County Courts display a sign translated into Washington State's six most frequently used languages that states: "*You may have the right to a court-appointed interpreter in a court case. Please ask someone at the court information desk.*" The Grays Harbor County Courts will display this sign at the following locations: All court offices and Courtrooms.

Second, court personnel and judges may determine that an interpreter is appropriate for a court hearing. Many people who need an interpreter will not request one because they do not realize that interpreters are available, or because they do not recognize the level of English proficiency or communication skills needed to understand the court

proceeding. Therefore, when it appears that an individual has any difficulty communicating, the certified interpreter coordinator or judge should err on the side of providing an interpreter to ensure full access to the courts.

Finally, outside agencies such as probation, attorneys, social workers or correctional facilities may notify the court about an LEP, deaf or hearing-impaired individual's need for an interpreter for an upcoming court hearing.

## **2. Court Interpreter Qualifications**

The Grays Harbor County Courts hire interpreters for courtroom hearings in compliance with the rules and policies set forth in RCW 2.42 and 2.43 as well as General Rule 11.0; 11.1; 11.2; and 11.3. The Washington State Court Interpreter Program maintains a statewide roster of Certified and Registered interpreters who may work in the courts. This roster is available to court staff and the public at [www.courts.wa.gov/programs&orgs](http://www.courts.wa.gov/programs&orgs). Certified and Registered interpreters on the roster have passed a written examination, oral examination, undergone a criminal background check, signed an oath and attended an orientation.

Washington State currently certifies the following languages: Arabic, Cantonese, Korean, Laotian, Mandarin, Russian, Somali, Spanish, Vietnamese and American Sign Language (ASL). Washington also offers testing in the Registered Category in the following languages: Afrikaans, Albanian, Amharic, Baluchi, Bengali, Bulgarian, Cebuano, Chavacano, Croatian, Czech, Dari, Dutch, Egyptian, Filipino, French, German, Haitian Creole, Hebrew, Hilgaynon, Hindi, Hmong, Ilonggo, Indonesian, Italian, Japanese, Javanese, Khmer, Malay, Norwegian, Pashto, Persian Farsi, Polish, Portuguese, Punjabi, Romanian, Serbian, Slovak, Swahili, Swedish, Tausug, Thai, Turkish, Urdu and Visayan.

The court may appoint non-certified and non-registered interpreters who are not listed on the statewide roster only when certified and registered interpreters are unavailable. Whenever non-certified and non-registered interpreters are used in the courtroom, judges are encouraged to inquire into the interpreter's skills, professional experience, and potential conflicts of interest.

The Grays Harbor County Courts may also use telephone interpreting if no interpreters are available in person pursuant to General Rule 11.3. Bilingual staff who are not on the statewide roster are never used to interpret in court. However, they may assist in securing an interpreter if necessary.

## **B. Spoken Language Services outside The Courtroom**

The Grays Harbor County Courts are also responsible for taking reasonable steps to ensure that LEP, deaf and hearing-impaired individuals have meaningful access to services outside the courtroom. This is one of the most challenging situations facing court staff, because in most situations they are charged with assisting LEP, deaf or hearing-impaired individuals without an interpreter. LEP, deaf or hearing-impaired individuals may come in contact with court personnel via the phone, TTY / TDD, counter or other means. To that end, the Grays Harbor County Court has the following resources to help LEP, deaf or hearing-impaired individuals and court staff communicate with each other:

- The Grays Harbor County District Court has bilingual employees in the Spanish Language. When LEP customers seek our assistance outside the courtroom, we first try to meet their needs by using the language skills of our employees.
- For face-to-face encounters, as well as telephone conversations, the Grays Harbor County Court Offices use the Language Line when Interpreters are not available.
- Staff who know some Spanish are able to use the North Carolina comprehensive Spanish/English glossary for court clerks.

## **C. Translated Forms & Documents**

The Administrative Office of the Courts understands the importance of translating forms and documents so that LEP individuals have greater access to the courts' services. The Grays Harbor County Courts currently have the following forms translated into commonly used languages:

- Advise of Rights and Indigent Criminal Court Forms have been translated into Spanish
- Trial Setting Notices have been translated into Spanish.
- Copy of Response to an Infraction (Green Copy)

When interpreters are hired for hearings, they are expected to provide sight translations for corresponding documentation to LEP individuals, as well as for deaf or hearing-impaired individuals when necessary.

#### **IV. TRAINING**

Local courts are committed to providing training opportunities for all judicial and court staff members who come in contact with LEP, deaf or hearing-impaired individuals. Training opportunities specifically provided in the Grays Harbor County Courts include:

- Judges Conferences
- Administrators Conferences
- Staff is instructed about LAP policies and procedures, as described in this LAP plan, on an annual basis

#### **V. PUBLIC NOTIFICATION AND EVALUATION OF LAP PLAN**

##### **A. LAP Plan Approval & Notification**

Grays Harbor County Courts' LAP Plans have been approved by the Court Administrators and Judges from each individual court, and a copy has been forwarded to Washington State's Administrative Office of the Courts Interpreter Program Coordinator. Any revisions to the plan will be submitted to the Court Administrator for approval, and then forwarded to the Interpreter Program Coordinator. Copies of Grays Harbor County Courts' LAP plan will be provided upon request. In addition, the individual courts within Grays Harbor County will post this plan on its own and AOC's websites.

##### **B. Annual Evaluation of the LAP Plan**

The individual Courts in Grays Harbor County will conduct an annual needs assessment to determine whether changes to the LAP plan are needed. This assessment may be done by tracking the number of interpreters requested by language in the courts, or by other methods.

Any revisions made to the Plan will be communicated to all court personnel, and an updated version of the plan will be posted on the court's web site. Additionally, it will be posted on the AOC's public website.

Each year the statewide AOC Court Interpreter Program Coordinator will coordinate with designated local court staff to review the effectiveness of the LAP Plan. The evaluation will include identification of any problem areas and development of required corrective action strategies. Elements of the evaluation will include:

- Number of LEP, deaf or hearing impaired persons requesting court interpreters in Washington State trial courts;
- Assessment of current language needs to determine if additional services or translated materials should be provided;
- Assessing whether staff members adequately understand LAP policies and procedures and how to carry them out; and
- Gathering feedback from LEP, deaf and hearing-impaired communities around the state.

#### LAP Contact Person

##### **State Contact:**

Karina Pugachenok  
AOC Interpreter Program  
1206 Quince Street SE  
PO Box 41170  
Olympia, WA 98504-1170  
[karina.pugachenok@courts.wa.gov](mailto:karina.pugachenok@courts.wa.gov)  
(360) 705-5315 Direct Line  
(360) 753-3365 Fax

##### **Local Contact:**

*Mallin Shelton*  
*Court Administrator*  
*Grays Harbor County District Court*  
*102 W. Broadway, Room 202*  
*Montesano, WA 98563*  
[mshelton@co.grays-harbor.wa.us](mailto:mshelton@co.grays-harbor.wa.us)  
*(360) 249-3441*  
*(360) 249-6382 fax*

The effective date of this LAP plan is November 30, 2008

## **APPENDIX G**

### **Local Court Rules/Procedures for Requesting and/or Requiring an Interpreter**

GRAYS HARBOR COUNTY COURT POLICY  
FOR PROVISION OF AN INTERPRETER IN CIVIL MATTERS

This policy sets forth the procedures for providing language services in County Courts to persons whose primary language is not English. The intent of this policy is to ensure meaningful access to the judicial process for all persons who do not speak or understand English well.

A. PROVIDING NOTICE OF THE RIGHT TO AND AVAILABILITY OF INTERPRETER SERVICES

1. The Grays Harbor County Superior Court and the Grays Harbor County District Courts shall post and maintain a Notice regarding the legal right to free interpreter services in civil cases.
2. The Notice shall describe how court users may obtain interpreter services in civil cases and shall be posted near the court entrance, at the information desk, on public information bulletin boards, courtrooms, and in public places in the offices of the District and Superior Court Clerk, Juvenile Court Clerk, Court Administrator, and the Family Court Facilitator.
3. The Notice shall include the following statement: "If you need an interpreter to help you communicate in court, one will be provided to you without charge to you. Go to the Court Clerk's Office for assistance in obtaining an interpreter."
4. The Notice shall be translated in the commonly encountered languages of the courts and posted as described in paragraph 2. Notices shall be printed in Spanish, Russian and English, and in other languages as needed in the future.
5. If a judge, other court employee, or employee of the Clerk's office observes that a litigant is having difficulty communicating in English, they shall provide the litigant with a copy of the Notice and take reasonable measures to direct the litigant to the Office of Interpreter Services.
6. The Court Administrator shall provide copies of the Notice to all judges, employees of the various court offices, and other court personnel.

7. The Notice of Interpreter Services shall be distributed to organizations providing assistance to litigants with limited English proficiency, including Northwest Justice Project, Columbia Legal Services, the Grays Harbor Bar Association, local domestic violence programs and other community based organizations in Grays Harbor County.
8. This policy and the Notice of Interpreter Services shall be posted on the website for all County courts (District, Juvenile, and Superior) and the Clerks' offices, and shall include a link in Spanish and Russian leading to the form and instructions in Spanish and Russian.

**B. REQUESTING AN INTERPRETER**

1. All parties having limited ability to speak or understand the English language shall, when filing or noting a matter for hearing, setting a case for trial, or scheduling a settlement conference, indicate that an interpreter is needed on the scheduling form required by local rule. Where any party filing a Note for Motion, Note for Trial Setting and Initial Statement of Arbitrability, or Order Scheduling Settlement Conference knows or, after reasonable inquiry has reason to believe, that any other party to the action has limited ability to speak or understand the English language, the party scheduling the matter shall indicate on the required scheduling form that an interpreter is needed. The party filing the scheduling form shall simultaneously with such filing provide a copy of the scheduling form to the Office of Interpreter Services.
2. The Office of Interpreter Services will arrange for an interpreter to assist a litigant in completing the scheduling form if needed.
3. The interpreter shall be provided at no cost to the litigant.
4. A certified interpreter shall be appointed unless good cause is found to appoint a qualified interpreter as required by RCW 2.43.030
5. The scheduling form shall be filed with the court by Office of Interpreter Services and an interpreter will be provided in all subsequent proceedings, including motions and settlement conferences, without further action by the litigant.

6. The Office of Interpreter Services shall do the following upon receipt of a request for interpreter form:
  - a. Ensure the language need is reflected on any appropriate case tracking system;
  - b. Identify upcoming hearings and ensure the interpreter's office is informed about the need for an interpreter in a reasonable amount of time;
  - c. If setting cases for court, check the name screen in DISCIS/SCOMIS to determine if interpreter services are needed on the case.
7. Attorney(s) shall advise the Court if a hearing for which an interpreter is scheduled is cancelled or continued by 24 hours prior to the hearing.

C. ASSURING INTERPRETER SERVICES ARE PROVIDED

1. Court staff who provide direct services to the public shall have access to in-person or telephonic interpreter services to allow them to communicate without excessive delay with LEP persons.
2. Court Administration and the County Clerk will provide training for staff members who are often the first points of contact with Limited English Proficient (LEP) court users. Training will involve techniques to assist LEP people, use of Notice of Interpreter Services to help LEP court users get to interpreter services, and other ways to deliver services to non-English speaking people. Court Administration and the County Clerk will train new employees on ensuring LEP court users have access to the courts and this training will be part of their new employee orientation. In addition, the court administrative staff will incorporate broader LEP training into its existing training programs, including the Judicial Branch orientation.
3. Monitoring

Annually, the Court Administrator will coordinate with the court staff delivering interpreter services to review the effectiveness of its policy for delivering services to non-English speakers. The evaluation will include identification of any problems areas and development of required corrective actions strategies.

Elements of the evaluation will include:

- Number of LEP persons requesting court interpreters in each court.
- Assessment of current language needs to determine if additional services or translated materials should be made available
- Assessing whether staff members adequately understand LEP policies and procedures and how to carry them out

**POLICY:  
INTERPRETER SERVICES**

**LANGUAGE AND HEARING IMPAIRED**

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This policy provides guidelines for the appointment and management of Interpreter Services for non-English speaking and hearing impaired litigants as mandated by RCW 2.42 – 2.43.

**Administration of Interpreter Services**

The Judge's approve the compensation and utilization of interpreters and hearing-impaired providers as they relate to court business.

The Court Administrator will establish guidelines; policies and financial procedures for approval of these services for court related matters. These guidelines and related policies will be shared with the Grays Harbor County Bar Association, the Office of Public Defense, and the Public Defender.

**Certification of Interpreters**

Grays Harbor County Courts will appoint service providers for hearing impaired, speech impaired and non-English speaking persons as per RCW 2.42 – 2.43.

To qualify for non-English appointment the interpreter must be registered through Office of the Administrator of the Courts and be listed on the registry. The Certified Interpreter Coordinator/designee will maintain copies of current registries for interpreter appointment.

To qualify for hearing impaired (deaf, deaf & blind or otherwise) appointment the service provider must be registered through the Department of Social and Health Services.

Court Administration finance division will keep a copy of lists to verify certification for appointment of these professionals.

Non-certified interpreters may be used when the list of certified interpreters is unable to take the assignment.

**Eligibility for Interpreter Services**

Court Administration will approve services for any person who is a participant in the proceeding by virtue of having been subpoenaed, summoned, or otherwise compelled by the court to appear.

In a civil proceeding the cost of providing the service is the responsibility of the non-English speaking person, unless the person is indigent and demonstrates indigence to the court.

If the court requests an interpreter be assigned to a case, the court will pay the interpreter fees.

“Impaired person” means a person who, because of hearing or speech impairment, cannot readily understand or communicate a spoken language; and includes persons who are deaf, deaf and blind, speech impaired, or hard of hearing.

“Non-English-speaking person,” means any person involved in a legal proceeding that cannot readily speak or understand the English language.

### **Appointment of Interpreters**

Court Administration will accept requests for interpreters with the completed paperwork from appointed prosecuting attorneys, office of assigned counsel, office of public defender, county clerk, *pro se* litigants and appointed or privately retained attorneys of record for all court hearings and court related matters outlined in policy.

Grays Harbor County Courts may retain interpreters individually on an as needed basis.

Interpreters are not assigned to individual cases and are not retained on a per case basis.

Due to their impartial status in the courtroom, if it is agreed by the parties, one interpreter can be hired to interpret for two separate parties.

### **Responding to Requests for Non-English Speaking/Hearing Impaired Interpreter Services**

Court personnel will assist parties in completing the necessary documents to obtain interpreters for court related business.

Individuals acting as *pro se* will need to provide the following information; name of party to court action; cause number, court dates/times/location of hearing. If requested Court Administration will provide a copy of the certified interpreter list if the party wishes to contact the interpreter independently. The party remains responsible to relay correction information regarding billing and all court dates, times and locations of hearings for the interpreter.

### **Processing Judicial and/or Pro Se Requests for Services**

The court personnel will assist in obtaining interpreters for court related hearings as requested by a Judge/Court Commissioner.

The designated staff person shall maintain an updated list of community providers, the certification lists and equipment (ALD's) for service requests.

## LOCAL RULES

### A. Note for Motion

If the party noting the matter for hearing has limited ability to speak or understand the English language, or if such party knows or, after reasonable inquiry has reason to believe, that any other party to the action has limited ability to speak or understand the English language, the party noting the matter for hearing shall indicate on the Note for Motion form that an interpreter is needed. The party filing the Note for Motion shall simultaneously with such filing provide a copy of the Note for Motion to the Court Administrator.

### B. Settlement Conference

If the party presenting such order has limited ability to speak or understand the English language, or if such party knows or, after reasonable inquiry has reason to believe, that any other party to the action has limited ability to speak or understand the English language, the party presenting such Order for entry shall indicate on such order that an interpreter is needed and the language for which the interpretation is needed. The party presenting such order for entry shall, substantially simultaneously with the entry of such order, provide a copy thereof to the Court Administrator.

### C. Trial Setting and Mandatory Arbitration

If the party filing the Note for Trial Setting and Initial Statement of Arbitrability has limited ability to speak or understand the English language, or if such party knows or, after reasonable inquiry has reason to believe, that any other party to the action has limited ability to speak or understand the English language, the party noting the matter for trial shall indicate on the Note for Trial Setting and Initial Statement of Arbitrability that an interpreter is needed. The party filing the Notice of Trial Setting and Initial Statement of Arbitrability shall, simultaneously with such filing, provide a copy of the Notice of Trial Setting and Initial Statement of Arbitrability to the Court Administrator.

**APPENDIX H**

**Grays Harbor County Courts Request for Interpreter Form**

IN THE \_\_\_\_\_ COURT OF THE STATE OF WASHINGTON  
*EN EL TRIBUNAL \_\_\_\_\_ DEL ESTADO DE WASHINGTON*

IN AND FOR THE COUNTY OF GRAYS HARBOR  
*EN Y PARA EL CONDADO DE GRANT*

\_\_\_\_\_, )  
 )  
Petitioner, ) NO. \_\_\_\_\_  
*Demandante* ) *Número*  
vs. ) REQUEST FOR  
 ) INTERPRETER SERVICES  
\_\_\_\_\_, )  
 ) *PETICIÓN DE*  
 ) *SERVICIOS DE INTÉRPRETE*  
Respondent. )  
*Demandado* )

I, \_\_\_\_\_, hereby request the services of an Interpreter in the \_\_\_\_\_ language in all court hearings under this cause number.

(example: Spanish)

*Por la presente, yo \_\_\_\_\_, solicito los servicios de un intérprete en el idioma \_\_\_\_\_ para todas las audiencias bajo éste número de caso.*

*(Ejemplo: Español)*

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

*FECHADO este día \_\_\_\_\_ de \_\_\_\_\_, 20\_\_.*

\_\_\_\_\_  
(Signature)

*(Firma)*

FULL NAME: \_\_\_\_\_  
*NOMBRE COMPLETO:* \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
*DOMICILIO:* \_\_\_\_\_

# **APPENDIX I**

## **2007 Language Needs Survey**



## **2007 LANGUAGE NEEDS SURVEY**

Court Name: GRAYS HARBOR COUNTY DISTRICT COURT

County: \_\_Grays Harbor

Person Completing Survey: Mallin Shelton \_\_\_\_\_

Contact Information (phone and Email):

360-249-3441

[mshelton@co.grays-harbor.wa.us](mailto:mshelton@co.grays-harbor.wa.us)

### **INTERPRETER NEED AND AVAILABILITY**

**A.** Please rank how often your court used the following Washington State certified languages on average in the past year with the following scale: (1) daily, (2) weekly, (3) monthly, (4) once every six months, (5) once every year or (6) rarely/never.

		In-Person	Telephonic	Other
Arabic	(A)	6 _____	6 _____	_____
Cantonese	(C)	4 _____	6 _____	_____
Korean	(K)	3 _____	6 _____	_____
Laotian	(L)	5 _____	6 _____	_____
Mandarin	(M)	4 _____	6 _____	_____
Russian	(R)	3 _____	6 _____	_____
Somali	(SO)	6 _____	6 _____	_____
Spanish	(SP)	2 _____	6 _____	_____
Vietnamese	(V)	6 _____	6 _____	_____
Sign Language	(ASL)	3 _____	_____	_____

**B.** Of the ten languages (including ASL) where certification is offered, name the languages where there are insufficient numbers of certified interpreters in your area: Cantonese, Korean, Laotian, Mandarin, Russian, Vietnamese, ASL \_\_\_\_\_

**C.** Please estimate the availability of certified interpreters in your court. Please use the following codes to designate each language when filling in the blanks below:

*Arabic(A); Cantonese(C); Korean(K); Laotian(L); Mandarin(M); Russian(R); Somali(SO); Spanish (SP) Vietnamese(V); ASL(ASL)*

	In-Person	Telephonic	Other
Can always find certified interpreters	SP_____	R_____	_____
Can usually find certified interpreters	K,L,MV,ASL	_____	_____
Can rarely find certified interpreters	_____	_____	_____
Rarely use certified interpreters	_____	_____	_____
Never use certified interpreters	_____	_____	_____

**D.** Please rank in order of need the (currently in WA) uncertified languages for which your court most frequently requires interpreters, with 1 being the most frequent and 5 the least used (leave blank if not applicable). These are languages for which certification is currently offered by the National Consortium of State Courts (NCSC).

- French \_\_\_\_\_
- Haitian Creole \_\_\_\_\_
- Hmong \_\_\_\_\_
- Polish \_\_\_\_\_
- Portuguese \_\_\_\_\_
- Serbian \_\_\_\_\_

**E.** Please indicate whether you have ever used an interpreter in one of the following languages (These are all languages for which the Washington State Interpreter Program now offers “registration,” which consists of both a written and oral evaluation of the interpreter’s language skills).

Afrikaans	N_____	German	N_____	Persian Farsi	N_____
Albanian	N_____	Haitian Creole	N_____	Polish	N_____
Amharic	N_____	Hebrew	N_____	Portuguese	N_____
		Hilgaynon	N_____	Punjabi	N_____
Baluchi	N_____	Hindi	N_____	Romanian	N_____
Bengali	N_____	Hmong	N_____	Serbian	N_____
Bulgarian	N_____	Ilonggo	N_____	Slovak	N_____
Cebuano	N_____	Indonesian	N_____		
Chavacano	N_____	Italian	N_____	Swahili	N_____
Croatian	N_____	Japanese	N_____	Swedish	N_____
Czech	Y_____	Javanese	N_____	Tausug	N_____
Dari	N_____	Khmer	N_____	Thai	N_____
Dutch	N_____	Malay	N_____	Turkish	N_____
Egyptian	N_____			Urdu	N_____
Filipino	N_____	Norwegian	N_____	Visayan	N_____
French	N_____	Pashto	N_____		

**F.** List any other languages for which you have used interpreters in the past year. Also please list any emerging trends in your communities that impact the use of language interpreters (e.g. influx of immigrants):

Triqui \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Services and Materials Currently in Use:**

**G.** Notice to Limited English Proficient individuals of services.

Use of "I speak" cards: X  No  Yes

Posted translated notices (please indicate which languages): x  No  Yes

\_\_\_\_\_  
\_\_\_\_\_

Translated Brochures (please indicate which languages): X  No  Yes

\_\_\_\_\_

**H.** Please list what bilingual forms (by language) are being used to assist limited English proficient clients:

ADVISE OF RIGHTS FORM (SPANISH) , INDIGENCY FORMS (SPANISH)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I.** Does your court use bilingual staff to assist limited English proficient clients?

No X  Yes If yes, please give language and number of hours per staff:

SPANISH

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**J.** Does your court use interpreter pools or language lines to assist limited English proficient clients? X  No  Yes (please describe how limited English proficient clients are provided interpreters by court personnel outside the courtroom):

The Court Receptionist assist the clients in matters not requiring legal assistance. If the client requires legal assistance, the court arranges for a certified interpreter to assist.

\_\_\_\_\_  
\_\_\_\_\_

**K.** Please list all court-mandated programs and services and indicate whether interpreter services are provided:

			Resources needed
i. Diversion Programs	<input type="checkbox"/> No	<input type="checkbox"/> Yes	_____
ii. Parenting Classes*	<input type="checkbox"/> No	<input type="checkbox"/> Yes	_____
Domestic Violence Treatment*	<input type="checkbox"/> No	<input type="checkbox"/> Yes	_____
iv. Anger Management*	<input type="checkbox"/> No	<input type="checkbox"/> Yes	_____
v. Mediation	<input type="checkbox"/> No	<input type="checkbox"/> Yes	_____
vi. Arbitration	<input type="checkbox"/> No	<input type="checkbox"/> Yes	_____
vii. Settlement Conferences	<input type="checkbox"/> No	<input type="checkbox"/> Yes	_____
viii. Substance Abuse Counseling	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	_____
ix. Courthouse Facilitators.	<input type="checkbox"/> No	<input type="checkbox"/> Yes	_____

Please list any other programs provided and indicate whether interpreters are provided and, if not, what resources would be needed to provide them.

x. _____	<input type="checkbox"/> No	<input type="checkbox"/> Yes	_____
xi. _____	<input type="checkbox"/> No	<input type="checkbox"/> Yes	_____

**L.** Rate of Pay.

Please list your hourly rate for certified interpreters \$ 50.00Hr

Please list your hourly rate for non-certified interpreters \$ 40.00Hr.

Are interpreters guaranteed a minimum amount of time?

X No  Yes (if so, how much?)

Does the court pay: X mileage X travel time X waiting time

**M.** Please list any tracking or reporting mechanisms used in your court specifically to calculate the use of interpreters (certified and non-certified): The Calendaring Clerk and Court Administrator maintain records by assignment, case tracking, payroll and individual Interpreters.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**N.** Please list total number of staff and numbers of staff trained in the past year (including judges, court administrators, or line staff) on how to work with interpreters. Please also include suggestions of additional topics for trainings.

\_\_\_\_\_  
 \_\_\_\_\_

\* Services provided through a contract. The counseling provider takes care of interpreter needs.

