

Superior Court of the State of Washington
for Snohomish County
3000 Rockefeller Ave, M/S 502
Everett, WA 98201

INFORMATIONAL LETTER
Eligibility for Language Interpreter Services

Court Administration will appoint interpreters 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 per RCW 2.42 (hearing impaired) and RCW 2.43 for criminal cases.

In civil proceeding the cost of providing the interpreter is the responsibility of the non-English speaking person, unless the person is indigent and demonstrates indigence to Court Administration for prior approval.

In dependency matters the court will pay for sign interpreters for both in-court and out-of court attorney preparation. For non-English interpreters DSHS will pay for all court services.

Persons meeting the eligibility requirements shall present documentation that verifies eligibility (i.e. court paperwork, summons, attorney letter) and complete initial documentation (i.e. Motion, Declaration and Approval of Interpreter Appointment and Payment at Public Expense) for pre-authorization. Upon completion of service the Interpreter must submit a completed Verification of Interpreter Services form, Invoice, a copy of Motion, Declaration and Approval form and copy of Interpreters certification (if not on record) to Superior Court Operations.

Appointment Process: All requests must be pre-authorized by Superior Court. Court Interpreters shall present to the court his/her credentials demonstrating AOC accreditation. If a certified interpreter is not available the Judge will be made aware of the credentials of the non-certified interpreter to determine if his/her credentials are adequate to meet the legal needs of the party. The Court does **not** guarantee that clients will receive the same interpreter for every court hearing. **Parties are responsible to inform interpreters of schedule changes, as the Court is not responsible for payment of the interpreter's time related to schedule changes.**

Parties requesting a specific interpreter must convey to the interpreter the fee schedule set forth by Superior Court Administration which will be documented on the form.

Upon receiving the completed paperwork the Court requires 3 days for the administrative review process after which the party will be notified the motion is available for pick-up. **Parties are responsible to file the forms with the Clerks Office.**

Fees:

1. Travel/Mileage/Lodging: Travel, lodging and/or mileage may be review for approval on a case-by-case basis. Mileage may be paid at the juror's rate. Requests that appear excessive may require additional explanation, and may be denied.
2. Fees for non-English speaking interpreters shall be reimbursed in accordance with standards set by Court Administration.
3. If fees are outside the standards the party may be asked to demonstrate the fees requested are competitive and comparable with other service providers. Fee schedule varies according to AOC credentials.
4. Fees may include actual hearing waiting time for court related business.
5. Fees for hearing-impaired persons shall be reimbursed in accordance with standards set by the Department of Social and Health Services.

Payment Process: The finance department will reimburse providers for the services pre-approved by Court Administration. The required documents (see above) must be submitted no later than 30 days after the delivery of services. Court staff, defense attorney and/or prosecutor must sign the verification form with a business contact number for follow-up. Reimbursement shall be authorized upon verification of the pre-authorized Order form, completeness of Interpreter Verification Form and Invoice information provided by the (interpreter) service provider.