

King County District Court

King County District Court Interpreter Services

(206) 477 – 1760

InterpreterCoordinator.KCDC@kingcounty.gov

Attorney Client Meetings with Interpreters

- A. Present a motion for interpreter services to the Judge.
- B. Once you have a signed order for interpreter services:
 1. E-mail the request to InterpreterCoordinator.KCDC@kingcounty.gov
 - Include in the body of your e-mail:
 - Attorney name
 - Phone number
 - E-mail
 - Date and Start time of your appointment
 - Length of time the interpreter is needed
 - Telephonic or in-person interpreter requested
 - Location of your appointment
- C. Your interpreter request will be processed and a confirmation email with a job number will be provided.
 1. You will receive an email once an interpreter has been assigned.
- D. Your assigned in-person interpreter will provide you with an invoice.
 1. Please verify the job start and end time and the job number.
 2. Initial and sign the invoice at the end of your appointment.
- E. If the assignment needs to be cancelled or rescheduled, please notify King County District Court Interpreter Services.
 1. Assignments cancelled within 24 hours of the job start time, will need a new order authorizing interpreter services.
 2. Assignments that need to reschedule before 24 hours, can be rescheduled without a new order.

Please let us know if you have any questions or concerns!