



KING COUNTY SUPERIOR COURT

**King County Courthouse
516 Third Avenue
Seattle, WA 98104**

COURT OPERATIONS MEMORANDUM

RE: Securing interpreters for trials and other court matters

Interpreters for court events are scheduled through King County Superior Court's Office of Interpreter Services (OIS). It is the court's responsibility to secure and pay for qualified interpreters for any party or witness in need of this service. OIS will contact and confirm with appropriate interpreters for scheduled court matters. Providing as much notice as possible of interpreter needs will increase the likelihood that the necessary interpreters can be secured for a scheduled court event.

Parties should note that the availability of interpreters for some languages can be quite scarce so additional notice may be necessary. Superior Court has established *Interpreter Payment Policies* which will be followed when compensating interpreters. The rate of compensation is an established non-negotiable hourly rate outlined within this policy. Parties should not make direct contact with interpreters to retain them on behalf of the court as interpreters generally have different rates for private versus court clients.

If parties wish to secure their own interpreter they may do so but should be aware that they will be assuming responsibility for interpretation and releasing the court from providing this service for that particular event. Parties will be responsible for the corresponding fees which will be paid directly to the interpreter. They must also be cognizant of the interpreter's qualifications as the judicial officer will need to qualify them as an expert before proceeding.

King County Superior Court is committed to providing equal access and meaningful participation to all court customers. To this effort the Office of Interpreter Service is available to address any interpreter needs without cost to parties. If you have questions regarding this service, information is available at:

<http://www.kingcounty.gov/courts/SuperiorCourt/InterpSrv.aspx> or by calling 206-477-1415.

Regards,
Rachael DeVillar
Director, Court Operations