King County Prosecuting Attorney’s Office (PAO)

Interpretation and Translation Policy and Rates

Updated March 2020

The King County Prosecuting Attorney’s Office (PAO) is responsible for the prosecution of all felonies and juvenile cases in King County and all misdemeanor cases generated in unincorporated areas of King County. The PAO also serves as legal counsel to the Metropolitan King County, the King County Executive, all executive agencies, the Superior and District Courts, the King County Sheriff’s Office, the King County Assessor, various independent boards and commissions, and some school districts. Under agreements with the State of Washington, the PAO also establishes and enforces child support obligations, and is an integral part of the mental health civil commitment process.

The PAO’s policy is to provide interpretation and translation services for all necessary legal and communication requests. RCWs 2.42 and 2.43, and Washington State Courts General Rule 11.2 have provided the scope and certification requirements, as pertained to the Courts. The PAO incorporates this rule into its practice. Language needs/services are determined by requests that come in from attorneys and staff pertaining to their current legal work. The PAO strives to accommodate speakers of all languages who need PAO services.

The PAO will maintain a list of approved interpretation/translation vendors, by language and certification. The PAO will share potential interpreter names and contact information with law enforcement agencies, but will not schedule, manage or pay for law enforcement interpreter engagements.

The PAO will periodically review and update this policy depending on business needs.

**Interpreter/Translator Credentials and Rates**

1. Credentials

The PAO requires interpreter/translator vendors to be credentialed by the Administrative Office of the Courts (AOC). Credentialed is defined as certified or registered. The use of certified, registered, or non-credentialed interpreters will depend on the availability of an interpreter for that specific language and/or if the interpretation is needed in court. Interpreters should complete and return to PAO the PAO Interpreter Information Record Form.

1. Rates
   1. Interpretation services. The PAO will pay interpreters standard hourly rates as shown in the table below. A full workday is 7 hours and a half workday is 3.5 hours.

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| --- | --- | --- | --- |
| **Type** | **Hourly rate** | **Half day rate** | **Daily rate** |
| **AOC Certified Interpreter** | $70 | $245 | $490 |
| **AOC Registered Interpreter** | $65 | $227.50 | $455 |
| **Non-Credentialed Interpreter** | $55 | $192.50 | $385 |

Notes:

1. Interpreters will be paid a guaranteed minimum of two hours for in-person interpretation, and one-hour minimum for over-the-phone interpretation.
2. For time over the minimum, the PAO will pay in 30-minute, pro-rated increments.
3. An additional $10.00 an hour will be added to the standard hourly rates for after-hours (8:00 am-5:00 pm) and weekends.
   1. Parking and Mileage Fees. Interpreters will receive a flat, standard daily-rate for parking and mileage of $25.00 for up to 30 miles of travel. If the travel is greater than 30 miles, the flat standard rate for parking and mileage will be $50.00.
4. **Translations and Transcriptions**
   1. The PAO will pay a negotiated rate according to each specific assignment for audio and/or written translations and transcriptions. This negotiated rate must be pre-approved by both our Chief Administrative Manager and the Unit Chair or Section Head. If over $500, it will need to be approved by our Chief Administrative Manager, the Unit Chair/Section Head and the Division Chief.
5. **Cancellation Policy**
   1. No compensation will be provided to the interpreter for scheduled time if the court provides at least 24- hours notice of cancellation to the interpreter, not to include weekends and holidays.
   2. If the PAO cancels the assignment within 24 hours of the assignment, the interpreter will be paid in full for the scheduled length of assignment, parking/mileage fees will not be paid.
   3. If cancellation occurs after the interpreter has already arrived at the courthouse, the PAO will pay the scheduled length of assignment in full, plus the parking/mileage fees.
   4. If the interpreter cancels the scheduled assignment, he/she will not receive any compensation.
   5. In the event of cancellation due to inclement weather, no compensation/reimbursement will be made for the scheduled interpreter assignment if the public has been notified of the closure by 6:30 AM on the day of the scheduled assignment.
   6. In the event of cancellation due to inclement weather, and the public has been notified of closure after 6:30 AM on any particular day, regular payment policies will apply.
6. **Payment Policy**
   1. Invoices should be submitted within 30 calendar days of the scheduled assignment using the mandatory PAO’s Interpreter/Translator Services Invoice form Invoices should be submitted via the email address listed below.
   2. Invoices should include all required details and documentation pertaining to the assignment (date, times, location, case #, etc.) and services provided. Incomplete invoice forms will be returned and will delay payment.
7. **Contact Information**

Address: 516 3rd Ave, Seattle, Washington, 98104

Email: [paointerpreter@kingcounty.gov](mailto:paointerpreter@kingcounty.gov)

Phone: (206) 296-9000