

INTERPRETATION SERVICES

FINDING INTERPRETERS

Guidelines:

1. Develop directory of qualified interpreters for languages identified in your agency's Language Access Plan.
2. Familiarize yourself with the court's interpretation services and/or use of qualified interpreters who are certified, registered and provisionally qualified. Telephonic interpreters may not be certified court interpreters.
3. Cultivate professional relationships with interpreters and professional interpreter associations to work collaboratively and develop volunteer interpreter pool.
4. Obtain and check interpreters' credentials and references; do not utilize problematic interpreters.
5. Set up a contract for telephonic interpretation services; ask about non-profit rates.
6. Make interpreter training on domestic violence and sexual assault a condition of interpretation provision contract.

Resources:

1. **American Translators Association (ATA)** <http://www.atanet.org>
2. **Association of Language Companies (ALC)** <http://www.alcus.org/AboutAlc/Member/>
3. **Language Line** <http://www.languageline.com/page/welcome/>
4. **National Association of Judiciary Interpreters and Translators (NAJIT)** <http://www.najit.org>
5. **National Center for State Courts (NCSC)** lists the contacts for interpreter programs in its member states. http://www.ncsconline.org/D_Research/CIConsortContactspage.html
6. **Volunteer Match** <http://www.volunteermatch.org/>

IDENTIFYING WHO PAYS FOR INTERPRETERS IN CIVIL PROCEEDINGS

Guidelines:

1. Know your state's statutes and procedures by consulting the ABA chart.
2. Identify all available funding sources in collaboration with other agencies serving LEP clients.
3. Budget for interpretation services (an allowable item for federal grant recipients).

Resources:

1. **State Statutes Requiring the Provision of Foreign Language Interpreters to Parties in Civil Proceedings.** American Bar Association's Commission on Domestic Violence, 2008: Chart listing state statutes, who gets an interpreter, if it is mandatory or discretionary, who pays, procedures for obtaining an interpreter, and other relevant information. http://www.abanet.org/domviol/docs/Foreign_Language_Interpreter_Chart_12_2008.pdf

CODES OF CONDUCT FOR INTERPRETERS

Guidelines:

Interpreters must observe the codes of conduct that govern professional practice.

1. Confirm the interpreter has signed the code of conduct adopted by your state (if it has one) or of the professional organization the interpreter is a member of.
2. If not, have interpreter sign a copy to conform to the state's code or use the code of the National Association of Judiciary Interpreters and Translators.
3. When hiring an interpreter, test the interpreter on the interpreter's code of conduct.
4. If you have concerns about an interpreter's credentials, discuss them with interpreter or interpretation services agency first and then inform attorneys, judge, bailiff, or court clerk.
5. Learn how to report impediments to compliance in court and quasi-legal settings and/or to an interpreter certification body.
6. When advocates have information that could be an impediment to compliance (e.g., the interpreter is a batterer) but that information is confidentially obtained (e.g., they are providing services to the interpreter's partner) they cannot publicly state such a reason to both maintain confidentiality and avoid slander. Advocates can bring another interpreter and use her/him only if the court agrees.

Resources:

1. **Code of Conduct, National Association of Judiciary Interpreters and Translators**
<http://www.najit.org/documents/NAJIT%20Code%20of%20Ethics.pdf>