Obtaining a Spoken Foreign Language Court Interpreter for Court Proceedings – Attorneys

The Judicial Branch **will provide** an interpreter at state expense for:

- all civil and criminal court proceedings before a magistrate, clerk of superior court, district court judge, superior court judge, the Court of Appeals, or the Supreme Court.
- child custody mediation, permanency mediation, and child planning conferences.

The Judicial Branch **will not provide** an interpreter at state expense for out-of-court communications between privately retained counsel and their civil clients, privately retained counsel and their non-indigent criminal defendants, for settlement negotiations, for probation and parole functions, and for private mediations and arbitrations.

Spanish Court Interpreter	If you represent a limited English proficient (LEP) party in interest in a court proceeding covered at Judicial Branch expense, submit a Request for Spoken Foreign Language Court Interpreter * at least 10 business days prior to the scheduled proceeding, or as soon as the proceeding is placed on the court calendar, whichever occurs first.
Languages Other Than Spanish (LOTS) Court Interpreter	Submitting the online request form using the Submit button at the bottom of the form will ensure your request is sent to the appropriate Language Access Coordinator (LAC) and/or OLAS personnel. TIP: Tab, do not scroll, between data fields and use the Preview button to ensure information entered is correct. Instructions for contacting the LAC for Spanish requests and OLAS for LOTS requests are included in the auto-reply confirmation sent upon successful submission of the request form.
IMPORTANT	**Failure to provide sufficient time for the LAC or OLAS to secure a qualified interpreter likely will result in a delay or postponement of the court proceeding if a qualified interpreter is not available.** **Once services are requested, if it is determined before the court date that the case will not go forward as scheduled, you must notify the local LAC and assigned interpreter so services can be cancelled in a timely manner (no less than 24 hours) to avoid unnecessary cancellation charges.**

Obtaining a Spoken Foreign Language Court Interpreter for Out of Court Communication Needs – Attorneys

Language	Spanish Court Interpreter	Language Other Than Spanish (LOTS) Court Interpreter
District Attorney or Assistant District Attorney	If a DA/ADA needs to communicate with a Spanish speaking LEP victim or witness outside of the actual court proceeding, the DA/ADA should access the *Registry of Spoken Foreign Language Court Interpreters* for direct contact information for authorized Spanish court interpreters.	If a DA/ADA needs to communicate with an LEP victim or witness who speaks a language other than Spanish (LOTS) outside of the actual court proceeding, the DA/ADA should submit a *Request for Spoken Foreign Language Court Interpreter* electronically from the website at www.NCcourts.gov.
Public Defender, Assistant Public Defender, Assigned Counsel, or GAL for an adult Party	If a PD/APD, assigned counsel, or a GAL for an adult LEP party represented by IDS needs to communicate with a Spanish speaking client or witness outside of the actual court proceeding, the PD/APD, assigned counsel, or GAL should access the *Registry of Spoken Foreign Language Court Interpreters* for direct contact information for authorized Spanish court interpreters.	If a PD/APD, assigned counsel, or a GAL for an adult LEP party represented by IDS needs to communicate with an LEP client or witness who speaks a language other than Spanish (LOTS) outside of the actual court proceeding, the PD/APD, assigned counsel, or GAL should submit a *Request for Spoken Foreign Language Court Interpreter* electronically from the website at www.NCcourts.gov.
GAL PROGRAM **GAL Program Attorney or GAL Program Volunteer**	If a GAL needs to communicate with a Spanish speaking LEP juvenile or family member outside of the actual court proceeding, the GAL should access the *Registry of Spoken Foreign Language Court Interpreters* for direct contact information for authorized Spanish court interpreters.	If a GAL needs to communicate with an LEP juvenile or family member who speaks a language other than Spanish (LOTS) outside of the actual court proceeding, the GAL should submit a *Request for Spoken Foreign Language Court Interpreter* electronically from the website at www.NCcourts.gov.

The Judicial Branch does **not** bear the cost of interpreting services necessary to communicate with civil and non-indigent criminal LEP clients or their witnesses outside of that which occurs during the actual court proceeding before the judicial official, including settlement negotiations between the parties. For Spanish language needs, attorneys are encouraged to hire a certified court interpreter or team of interpreters from the *Registry of Spoken Foreign Language Court Interpreters*. For LOTS needs, attorneys are encouraged to contact OLAS for a list of interpreters for the language needed. Email: OLAS@nccourts.org