



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

The Judicial Branch will provide an interpreter at state expense in 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.

The Judicial Branch will provide an interpreter at state expense for 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 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 currently covered at State 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.
Language Other Than Spanish (LOTS) Court Interpreter	Requests should be submitted electronically to the Language Access Coordinator (LAC) for the county where the case is set from the website at http://www.NCcourts.gov . Submitting your request using the Submit button at the bottom of the request form will ensure your request is sent to the appropriate LAC and OLAS personnel.
IMPORTANT	<ul style="list-style-type: none"> ➤ Failure to provide sufficient time 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 so services can be cancelled in a timely manner (no less than 24 hours) to avoid unnecessary cancellation charges.

For further assistance, please contact The NCAOC Office of Language Access Services at (919) 890-1407 or OLAS@nccourts.org. 9/2018



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 LEP 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 client 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 client 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 .
Civil Attorneys and Retained Criminal Attorneys	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. 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 invited to contact OLAS for a list of interpreters for the language needed.	