



## 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.

<b>Spanish Court Interpreter</b>	<p>If you represent a limited English proficient (LEP) party in interest in a court proceeding currently covered at State expense, submit a <a href="#">Request for Spoken Foreign Language Court Interpreter</a> * 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.</p>
<b>Language Other Than Spanish (LOTS) Court Interpreter</b>	<p>Requests should be submitted electronically from the website at <a href="http://www.nccourts.org/LanguageAccess">http://www.nccourts.org/LanguageAccess</a>. Submitting your request using the <b>Submit</b> button at the bottom of the request form will ensure your request is sent to the appropriate LAC and OLAS personnel.</p> <p>The LAC for each county can be contacted by sending an email to an address using the following naming convention: County.Interpreter@nccourts.org. For example, <a href="mailto:Wake.Interpreter@nccourts.org">Wake.Interpreter@nccourts.org</a> and <a href="mailto:NewHanover.Interpreter@nccourts.org">NewHanover.Interpreter@nccourts.org</a>.</p>
<b>IMPORTANT</b>	<ul style="list-style-type: none"> <li>➤ <b>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.</b></li> <li>➤ <b>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.</b></li> </ul>

**\* TIPS FOR SUCCESSFUL SUBMISSION OF YOUR REQUEST:** The easiest way to use the form is to download a fresh copy to your computer, fill it out with the latest version of Adobe Reader and click the submit button at the bottom of the form. After clicking the submit button, follow the instructions to email the form. **If Adobe Reader software is not already installed on your computer, download the [most recent version of the free Adobe Reader software](#).** If you use a web browser to fill out the form, you may need to reconfigure your browser to work with Adobe Reader. Adobe offers guidelines for resolving some browser issues at <https://helpx.adobe.com/acrobat/kb/pdf-browser-plugin-configuration.html>. See also, [Help for Windows 10 users](#), [Help for Opera users](#), and [Help for Chrome users](#). If you are unable to resolve your browser issues, please complete the form, save it to your computer, and attach it to an email addressed to the LAC and to [OLAS@nccourts.org](mailto:OLAS@nccourts.org).



## 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 <a href="#">Registry of Spoken Foreign Language Court Interpreters</a> 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 <a href="#">Request for Spoken Foreign Language Court Interpreter</a> * electronically from the website at <a href="http://www.nccourts.org/LanguageAccess">www.nccourts.org/LanguageAccess</a> .
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 <a href="#">Registry of Spoken Foreign Language Court Interpreters</a> 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 <a href="#">Request for Spoken Foreign Language Court Interpreter</a> * electronically from the website at <a href="http://www.nccourts.org/LanguageAccess">www.nccourts.org/LanguageAccess</a> .
GAL PROGRAM GAL Attorney or GAL 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 <a href="#">Registry of Spoken Foreign Language Court Interpreters</a> 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 <a href="#">Request for Spoken Foreign Language Court Interpreter</a> * electronically from the website at <a href="http://www.nccourts.org/LanguageAccess">www.nccourts.org/LanguageAccess</a> .
Civil Attorneys	The Judicial Branch does not bear the cost of interpreting services necessary to communicate with civil LEP clients or witnesses outside of that which occurs during an actual covered court proceeding. For Spanish language needs, attorneys are encouraged to hire a certified court interpreter or team of interpreters from the <a href="#">Registry of Spoken Foreign Language Court Interpreters</a> . For LOTS needs, attorneys are invited to contact OLAS for a list of interpreters for the language needed.	

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