

**CHAPTER 1 - INTRODUCTION..... 1-1**

- I. TIMELINE..... 1-1
- II. PROJECTS..... 1-2
  - A. The foregoing initiatives are ongoing concerns..... 1-2
  - B. Future Projects ..... 1-2
- III. TRAINING AND MAINTENANCE OF LANGUAGE ACCESS PLAN ..... 1-3

**CHAPTER 2 - COURT INTERPRETING TERMINOLOGY ..... 2-1**

- I. LIMITED ENGLISH PROFICIENT (LEP)..... 2-1
- II. SOURCE LANGUAGE..... 2-1
- III. TARGET LANGUAGE..... 2-1
- IV. INTERPRETATION..... 2-1
  - A. Consecutive Interpreting ..... 2-1
  - B. Simultaneous Interpreting ..... 2-2
  - C. Summary Interpreting ..... 2-2
- V. TRANSLATION..... 2-2
- VI. SIGHT TRANSLATION ..... 2-3
- VII. INTERPRETING FUNCTIONS..... 2-3
  - A. Proceedings Interpreting ..... 2-3
  - B. Witness Interpreting..... 2-3
  - C. Interview Interpreting ..... 2-4

**CHAPTER 3 - CONDUCTING INTERPRETED PROCEEDINGS..... 3-1**

- I. ASSESSING THE NEED FOR AN INTERPRETER..... 3-1
- II. WAIVER OF INTERPRETER ..... 3-2
- III. USE OF QUALIFIED INTERPRETERS ..... 3-2
- IV. ORIENTING INTERPRETERS ..... 3-4
- V. ADMINISTRATION OF INTERPRETER’S OATH..... 3-5
- VI. DISCLOSURE OF CONFLICTS OF INTEREST ..... 3-5

**SERVING NON-ENGLISH SPEAKERS IN THE VIRGINIA COURT SYSTEM**

**TABLE OF CONTENTS**

**PAGE ii**

VII. THE ROLE OF THE COURT INTERPRETER ..... 3-5

    A. General Clarification of the Interpreter’s Role ..... 3-6

    B. Special Clarification of the Interpreter’s Role to Sworn Witnesses ..... 3-6

VIII. JURY ISSUES ..... 3-7

    A. Clarification of the Interpreter’s Role to Jurors ..... 3-7

    B. Foreign-Language-Speaking Jurors ..... 3-8

IX. MAXIMIZING COMMUNICATION DURING INTERPRETED PROCEEDINGS ..... 3-8

    A. Assuring Proper Location of the Interpreter ..... 3-9

    B. Interpreter’s Responsibility ..... 3-9

    C. Attorneys’ Responsibility ..... 3-9

X. CIRCUIT COURT RECORD OF INTERPRETED TESTIMONY ..... 3-9

XI. ERRORS DURING WITNESS TESTIMONY ..... 3-10

    A. Error by Witness Interpreter ..... 3-10

    B. Discovery of Error by Others ..... 3-10

XII. COMPLAINTS ABOUT LANGUAGE ACCESS SERVICES ..... 3-11

XIII. MEASURES TO MAXIMIZE COURT INTERPRETERS’ LEVEL OF PROFICIENCY ..... 3-11

    A. General Guidance ..... 3-11

    B. Number of Interpreters Needed (Use Of Multiple Interpreters) ..... 3-12

    C. Use of Interpreting Equipment ..... 3-12

    D. Preventing Interpreter Fatigue and the Use of Team Interpreting ..... 3-13

XIV. USE OF LANGUAGES OTHER THAN ENGLISH BY JUDGES, ATTORNEYS, OR OTHER PARTICIPANTS ..... 3-14

XV. CALENDAR/DOCKET/CASEFLOW MANAGEMENT CONSIDERATIONS ..... 3-15

**CHAPTER 4 - LOCATING COURT INTERPRETERS ..... 4-1**

    I. SELECTING FOREIGN LANGUAGE INTERPRETERS ..... 4-1

        A. Certified Interpreters ..... 4-1

        B. Foreign Languages Other Than Arabic, Korean, Mandarin, Russian, Spanish, And Vietnamese (And Non-Certified Interpreters In Those Languages) ..... 4-1

- II. SOURCES FOR LOCATING FOREIGN LANGUAGE INTERPRETERS ..... 4-2
  - A. Office of the Executive Secretary ..... 4-2
  - B. State And Federal Courts ..... 4-2
  - C. Telephone Interpreting Services ..... 4-2
  - D. Nongovernmental Organizations ..... 4-3
  - E. Colleges And Universities ..... 4-3
  - F. Medical Facilities ..... 4-3
  - G. Private or Commercial Interpreting Companies ..... 4-3
  - H. Professional Associations ..... 4-3
  - I. International Agencies ..... 4-4
  - J. Colleges And Universities That Offer Courses In Interpretation And Translation ..... 4-4
- III. USE OF A NON-CERTIFIED FOREIGN LANGUAGE INTERPRETER WHEN A CERTIFIED INTERPRETER IS AVAILABLE ..... 4-4
- IV. ROTATION OF INTERPRETERS ..... 4-4
- V. INFORMATION FOR PERSONS INQUIRING ABOUT BECOMING A FOREIGN LANGUAGE COURT INTERPRETER ..... 4-5
  
- CHAPTER 5 - VOLUNTARY CERTIFICATION PROCESS FOR ARABIC, KOREAN, MANDARIN, RUSSIAN, SPANISH, AND VIETNAMESE LANGUAGE INTERPRETERS SERVING VIRGINIA COURTS ..... 5-1**
  - I. FOREIGN LANGUAGE COURT INTERPRETER CERTIFICATION IN VIRGINIA ..... 5-1
    - A. Code Of Professional Responsibility ..... 5-1
    - B. Orientation Training ..... 5-1
    - C. Written English Language Test ..... 5-2
    - D. Oral Examination ..... 5-2
  - II. COURT INTERPRETER CERTIFICATION PROGRAMS IN OTHER STATE JUDICIARIES AND THE FEDERAL JUDICIARY ..... 5-2
  - III. STATE COURT INTERPRETER CERTIFICATION CONSORTIUM ..... 5-3
  
- CHAPTER 6 - CODE OF PROFESSIONAL RESPONSIBILITY FOR INTERPRETERS SERVING VIRGINIA COURTS ..... 6-1**
  - I. CANON 1: ACCURACY AND COMPLETENESS ..... 6-1
  - II. CANON 2: REPRESENTATION OF QUALIFICATIONS ..... 6-2
  - III. CANON 3: IMPARTIALITY AND AVOIDANCE OF CONFLICT OF INTEREST ..... 6-2

**SERVING NON-ENGLISH SPEAKERS IN THE VIRGINIA COURT SYSTEM**

**TABLE OF CONTENTS**

**PAGE iv**

IV. CANON 4: PROFESSIONAL DEMEANOR ..... 6-3

V. CANON 5: CONFIDENTIALITY ..... 6-4

VI. CANON 6: RESTRICTION OF PUBLIC COMMENT ..... 6-4

VII. CANON 7: SCOPE OF PRACTICE ..... 6-4

VIII. CANON 8: ASSESSING AND REPORTING IMPEDIMENTS TO PERFORMANCE ..... 6-5

IX. CANON 9: DUTY TO REPORT ETHICAL VIOLATIONS ..... 6-6

X. CANON 10: PROFESSIONAL DEVELOPMENT..... 6-7

XI. PROFESSIONAL ETHICS AND THE ROLE OF THE COURT INTERPRETER..... 6-7

    A. Accurate Interpretation ..... 6-7

    B. Conflicts Of Interest..... 6-14

    C. Confidentiality ..... 6-16

    D. Giving Legal Advice..... 6-16

    E. Professional Relationships..... 6-17

    F. Continuing Education And Duty To the Profession ..... 6-18

**CHAPTER 7 - TELEPHONE INTERPRETING..... 7-1**

I. INTRODUCTION ..... 7-1

II. GENERAL GUIDELINES FOR USE..... 7-1

    A. When To Use Telephone Interpreting Services ..... 7-1

    B. Procedural Suggestions..... 7-2

    C. Suggestions To Enhance Effectiveness And Efficiency ..... 7-3

    D. Handling Of Problems By Interpreters During Proceedings ..... 7-4

III. TELEPHONE INTERPRETER QUALIFICATIONS..... 7-5

IV. LIMITATION OF TELEPHONE INTERPRETING TO CONSECUTIVE MODE ONLY ..... 7-5

V. EQUIPMENT CONFIGURATION FOR TELEPHONE INTERPRETING ..... 7-6

VI. ADVANTAGES AND DISADVANTAGES TO USING A COMMERCIAL TELEPHONE INTERPRETING SERVICE ..... 7-6

    A. Problems That Do Not Relate To Technology ..... 7-6

    B. Problems That Relate To Technology ..... 7-7

**SERVING NON-ENGLISH SPEAKERS IN THE VIRGINIA COURT SYSTEM**

**TABLE OF CONTENTS**

**PAGE v**

C. Advantages Of Telephone Interpreting..... 7-7

**CHAPTER 8 - PAYMENT OF COURT INTERPRETERS ..... 8-1**

I. GUIDELINES FOR REIMBURSING FOREIGN LANGUAGE INTERPRETERS SERVING VIRGINIA COURTS ..... 8-1

A. Daily Payment Rate – Effective November 1, 2003..... 8-1

B. Travel Expenses And Compensation ..... 8-2

II. CANCELLATION POLICY SUGGESTIONS FOR FOREIGN LANGUAGE INTERPRETERS..... 8-2

A. Requirements Of Counsel, The Court, And Clerk’s Office..... 8-2

B. Cancellation By The Court Without Payment To The Interpreter..... 8-2

C. Cancellation By The Court With Payment To The Interpreter..... 8-2

D. Cancellation By The Interpreter..... 8-3

III. OTHER POLICY SUGGESTIONS RELATED TO INTERPRETER COMPENSATION ..... 8-3

IV. COURT PROCESSING OF FOREIGN LANGUAGE INTERPRETER PAYMENTS ..... 8-4

**CHAPTER 9 - STANDARDS FOR LEGAL DOCUMENT TRANSLATION..... 9-1**

I. GUIDING PRINCIPLE ..... 9-1

II. GUIDELINES APPLICABLE TO ALL TYPES OF TRANSLATIONS ..... 9-1

A. Preservation Of Form..... 9-1

B. Priority Of Target Language Grammar And Orthography (Correct Spelling)..... 9-1

C. Ambiguity Of The Source Document..... 9-1

III. GUIDELINES FOR DOCUMENTS SUBMITTED INTO EVIDENCE..... 9-1

A. Abbreviations, Acronyms, And Initialisms ..... 9-2

B. Capitalization ..... 9-2

IV. SPECIAL CONSIDERATIONS FOR TRANSLATIONS OF ELECTRONIC RECORDINGS ..... 9-2

V. SUBMISSION OF FOREIGN LANGUAGE DOCUMENTS TO THE JUDICIARY..... 9-3

VI. TRANSLATING VS. INTERPRETING..... 9-3

**CHAPTER 10 - FREQUENTLY ASKED QUESTIONS AND ANSWERS ..... 10-1**

- I. GENERAL QUESTIONS ..... 10-1
- II. PAYMENT QUESTIONS ..... 10-2
- III. CLERK OF COURT QUESTIONS..... 10-4
- IV. MAGISTRATE QUESTIONS..... 10-5

**APPENDIX A – MISCELLANEOUS ..... A-1**

- I. MODEL *VOIR DIRE* FOR DETERMING THE NEED FOR AN INTERPRETER ..... A-1
- II. VIRGINIA STATUTES ..... A-1
  - A. Criminal Cases ..... A-1
  - B. Civil Cases ..... A-1
- III. ESTABLISHING THE QUALIFICATIONS OF INTERPRETERS ..... A-2
  - A. Knowledge Of The Languages And General Education..... A-2
  - B. Interpreting And Translating Skills ..... A-2
  - C. Interpreting Experience..... A-2
  - D. Conflicts Of Interest..... A-3
  - E. Communicative Compatibility..... A-3
  - F. Performance Of Appropriate Interpreting Modes..... A-3
- IV. SAMPLE INTERPRETER OATH ..... A-3
- V. SUGGESTED STATEMENTS TO CLARIFY THE ROLE OF THE INTERPRETER ..... A-4
  - A. In Person Interpreter ..... A-4
  - B. Telephone Interpreter..... A-4
- VI. SUGGESTED STATEMENT TO CLARIFY THE INTERPRETER’S ROLE TO THE WITNESS ..... A-5
- VII. SUGGESTED STATEMENT TO CLARIFY THE INTERPRETER’S ROLE TO THE JURY ..... A-5
  - A. Proceedings Interpreting ..... A-5
  - B. Witness Interpreting..... A-5
- VIII. WHAT COURT INTERPRETERS WOULD LIKE JUDGES TO KNOW ..... A-6

**SERVING NON-ENGLISH SPEAKERS IN THE VIRGINIA COURT SYSTEM**

**TABLE OF CONTENTS**

**PAGE vii**

IX. SUGGESTIONS FOR ADDITIONAL INFORMATION AND RECOMMENDED READING ..... A-8

    A. PUBLICATIONS..... A-8

    B. Websites ..... A-9

X. FOREIGN LANGUAGE MATERIALS ..... A-9

**APPENDIX B– EXCERPTS FROM THE STATE COURT JOURNAL ..... B-1**

**APPENDIX C – LANGUAGE ACCESS GUIDANCE LETTER TO STATE COURTS FROM ASSISTANT ATTORNEY GENERAL THOMAS E. PEREZ (AUGUST 17, 2010)..... C-1**

**APPENDIX D – BIBLIOGRAPHY ..... D-1**

**APPENDIX E – DOCUMENT REVISION HISTORY ..... E-1**