

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

<p><b>This chart applies ONLY to court proceedings in which the North Carolina Judicial Branch currently provides an interpreter at State expense:</b></p> <p><b>Magistrates:</b> All proceedings before the magistrate, including criminal proceedings, small claims matters, summary ejection, and other proceedings</p> <p><b>Clerk of Superior Court:</b> All proceedings before the clerk of superior court, including estates, foreclosures, name changes, and other proceedings</p> <p><b>District Court:</b> All criminal proceedings, all civil proceedings in district court, including but not limited to: General civil proceedings, Chapter 50B (domestic violence protective order) court proceedings, Chapter 50C (civil no-contact order) court proceedings, Chapter 50D (permanent civil no-contact order) court proceedings, child custody and child support court proceedings, juvenile court proceedings, incompetency proceedings, Chapter 122C civil commitment proceedings, appeals from magistrate decisions, appeals from decisions by the clerk of superior court, child custody and visitation mediation pursuant to G.S. 7A-494, and permanency mediation pursuant to G. S. 7B-202</p> <p><b>Superior Court:</b> All criminal proceedings, eminent domain proceedings, judicial foreclosure proceedings and other proceedings impacting housing, appeals from decisions by the clerk of superior court, including nonjudicial foreclosures and eminent domain proceedings, and appeals from district court proceedings</p>	
<p><b>Spanish Court Interpreter</b></p>	<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>
<p><b>Language Other Than Spanish (LOTS) Court Interpreter</b></p>	<p>Requests should be submitted electronically to the Language Access Coordinator (LAC) for the county where the case is set from the website at <a href="http://www.nccourts.org/LanguageAccess">http://www.nccourts.org/LanguageAccess</a>. 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.</p>
<p><b>IMPORTANT</b></p>	<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>

*For court proceedings not currently covered at State expense, parties in interest must provide a qualified court interpreter at the parties' expense.*

**\* 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, you may download the most recent version of the free Adobe Reader software at <https://get.adobe.com/reader/>.

**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>. Additional information for **Windows 10** users can be found at <https://helpx.adobe.com/acrobat/using/display-pdf-in-browser.html>. **Opera** users should refer to <http://www.opera.com/docs/plugins/installation/>.

*For further assistance, please contact The NCAOC Office of Language Access Services at (919) 890-1407 or [OLAS@nccourts.org](mailto:OLAS@nccourts.org)*

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## 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
<b>District Attorney or Assistant District Attorney</b>	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="http://www.nccourts.org/LanguageAccess">Registry of Spoken Foreign Language Court Interpreters</a> at <a href="http://www.nccourts.org/LanguageAccess">www.nccourts.org/LanguageAccess</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="http://www.nccourts.org/LanguageAccess">Request for Spoken Foreign Language Court Interpreter</a> * electronically to OLAS from the website at <a href="http://www.nccourts.org/LanguageAccess">www.nccourts.org/LanguageAccess</a> .
<b>Public Defender, Assistant Public Defender, Assigned Counsel, or GAL for an adult LEP party</b>	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="http://www.nccourts.org/LanguageAccess">Registry of Spoken Foreign Language Court Interpreters</a> at <a href="http://www.nccourts.org/LanguageAccess">www.nccourts.org/LanguageAccess</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="http://www.nccourts.org/LanguageAccess">Request for Spoken Foreign Language Court Interpreter</a> * electronically to OLAS from the website at <a href="http://www.nccourts.org/LanguageAccess">www.nccourts.org/LanguageAccess</a> .
<b>GAL PROGRAM GAL Attorney or GAL Volunteer</b>	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="http://www.nccourts.org/LanguageAccess">Registry of Spoken Foreign Language Court Interpreters</a> at <a href="http://www.nccourts.org/LanguageAccess">www.nccourts.org/LanguageAccess</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="http://www.nccourts.org/LanguageAccess">Request for Spoken Foreign Language Court Interpreter</a> * electronically to OLAS from the website at <a href="http://www.nccourts.org/LanguageAccess">www.nccourts.org/LanguageAccess</a> .
<b>Civil Attorneys</b>	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="http://www.nccourts.org/LanguageAccess">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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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>. Additional information for Windows 10 users can be found at <https://helpx.adobe.com/acrobat/using/display-pdf-in-browser.html>. Opera users should refer to <http://www.opera.com/docs/plugins/installation/>.

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