

**Washington State Supreme Court  
Interpreter Commission**

**September 8, 2023**

**Meeting Packet**

**Washington State  
Administrative Office of the Courts  
1112 Quince Street SE  
PO Box 41170  
Olympia, WA 98504-1170  
Phone: 360-753-3365**

# **Interpreter Commission Meeting Agenda**



WASHINGTON  
COURTS

# Language Access and Interpreter Commission Quarterly Meeting

Friday, September 8, 2023 - 8:30 AM to 12 Noon PM

Join Zoom Meeting

<https://wacourts.zoom.us/j/83980965400>

Meeting ID: 839 8096 5400

One tap mobile

+12532158782,,83980965400# US (Tacoma)

## AGENDA

<ul style="list-style-type: none"> <li>• Call to Order</li> <li>• Member Introductions &amp; Meeting Rules</li> <li>• Approval of May 12, 2023 Minutes</li> </ul>	Judge Diaz	P 5-12
<p><b>Chair's Report</b> (<i>Order Subject to Change</i>)</p> <ul style="list-style-type: none"> <li>• Member re-nomination <ul style="list-style-type: none"> <li>➢ SCJA– Judge Okoloko</li> <li>➢ DMCJA – Judge Oaks</li> </ul> </li> <li>• New member Nomination <ul style="list-style-type: none"> <li>- DMCMA – Annalisa Mai</li> </ul> </li> <li>• Committee Appointments</li> <li>• 2024 ILAC Meeting Schedule</li> <li>• Appellate Court Language Access Plan</li> <li>• AOC Hiring Update</li> <li>• RCW Changes Status</li> <li>• Court Interpreter Program Update</li> <li>• Language Access and Reimbursement Program (LAIRP) <ul style="list-style-type: none"> <li>- Language Access Materials Update</li> <li>- Program Presentation</li> </ul> </li> <li>• Strategic Priorities Activity Report <ul style="list-style-type: none"> <li>- Court ASL Exam Update</li> <li>- Recruitment</li> <li>- New Member Orientation</li> </ul> </li> <li>• Judges of Color Reception</li> </ul> <p><b>BREAK</b></p>	<p>Judge Diaz</p> <p>Judge Diaz</p> <p>Judge Diaz</p> <p>Judge Diaz</p> <p>Judge Diaz</p> <p>Kelley Amburgey-Richardson</p> <p>James Wells and Kelley Amburgey-Richardson</p> <p>James Wells</p> <p>Tae Yoon</p> <p>Bob Lichtenberg James Wells James Wells</p> <p>Judge Diaz</p>	<p>P 14-17</p> <p>P 18-20</p> <p>P 21</p> <p>P 22-30</p> <p>P 31-49</p> <p>P 50-51 P 52-54</p>

<p><b>Committee and Partner Reports</b></p> <p><u>Issues Committee Meetings Report</u></p> <ul style="list-style-type: none"> <li>• BJA Revisions to GR 11.3</li> <li>• Chelan County Rule Change</li> <li>• Interpreter Tiering and Written Exam Policy</li> </ul> <p><u>Education Committee Meetings Report</u></p> <ul style="list-style-type: none"> <li>• Court Staff Training</li> <li>• 2024 Judicial College</li> <li>• Disability Justice Task Force Fall Conference Presentation</li> <li>• Western District Court of Washington Training in 2024</li> </ul> <p><u>Disciplinary Committee Report</u></p> <ul style="list-style-type: none"> <li>• Complaint Report</li> </ul> <p><u>Translation Committee Report</u></p> <p><u>Liaison Reports</u></p> <ul style="list-style-type: none"> <li>• Office of Administrative Hearings (OAH)</li> <li>• Office of the Deaf and Hard of Hearings</li> <li>• WSCCR Report</li> </ul>	<p>Judge Oaks or Designee</p> <p>Kelly Vomacka James Wells</p> <p>Ashley Callahan</p> <p>Bob Lichtenberg Judge Diaz</p> <p>Justice Whitener or Designee</p> <p>Laura Friend</p> <p>Tony Griego Berle Ross Karl Jones</p>	<p>P 56-64 P 61-64 P 58</p> <p>P 65-66</p> <p>P 67-74</p>
<p><b>Announcements</b></p>		
<p><b>Next Commission Meeting</b></p>	<p>December 8, 2023 8:30 AM-12 PM <i>Via Zoom</i></p>	

# Meeting Minutes



**Interpreter Commission Meeting**  
**May 12th, 2023**  
Zoom Videoconference  
8:30 AM – 11:45 AM

**Meeting Minutes**

**Members:**

Karen Atwood  
Naoko Shatz  
Florence Adeyemi  
Donna Walker  
Judge Okoloko  
Laura Friend  
Kristi Cruz  
Judge Diaz  
Jeanne Englert  
Michelle Hunsinger de Enciso  
Judge Oaks  
Anita Ahumada  
Iratxe Cardwell  
John Plecher

**Liasons:**

Berle Ross  
Tony Griego

**AOC Staff:**

James Wells  
Robert Lichtenberg  
Kelley Amburgey-Richardson  
Tae Yoon

**Guests:**

Carolyn Putvin  
Lu Zhu  
Brenden Higashi  
Rogelio Rigor  
Crissy Blank  
Nicole Pierce  
Soccoro Villeda  
Joseph Mansor  
Adam Keller  
Katie Faro  
Adrian Arias  
Maria Elena Montes de Oca Ricks  
Yelena Kazatskaya  
Yolanda Lopez  
Linda Noble  
Milena Calderari-Waldron  
Rosemary Nguyen  
Deirdre Ruth Murano  
Amine El Fajri  
Jovi Lee  
Buck Rogers  
Stacey Romero  
Michelle Honey  
Marguerite Friedlander  
Johannes Voogt  
Shane Feldman  
Nancy Leveson

**CALL TO ORDER**

**The meeting was called to order at 8:30 AM.**

**Approval of Previous Meetings Minutes—** February 10, 2023 Minutes approved unanimously with amendments.

## Welcome and Introductions

- Judge Diaz called the meeting to order.
- Commission members and staff introduced themselves.

### CHAIR'S REPORT

#### Current Member Reappointments

- Judge Oaks – District and Municipal Court Judge's Association representative
- Judge Okoloko – Superior Court Judge's Association representative
- Anita Ahumada - Community Organization Representative

**NOTIS Ethics Panel Presentation** – Deirdre Ruth Murano, Milena Calderari-Waldron, Rosemary Nguyen, and Linda Noble

The panel members delivered a presentation on the recently established Ethics panel, which operates under NOTIS, a chapter of the American Translation Association (ATA). The panel consists of five legal and medical working interpreters and translators. Questions are received through a designated email address and any identifying information is redacted to ensure anonymity. The panel then conducts research to provide well-informed answers, which are posted on the NOTIS website with resource links. The questions and answers are also compiled in a searchable knowledge base with subscribe options. The panel's work is partially funded by the ATA and the bylaws are aligned with the ATA guidelines.

- ASL specific questions will be directed to ASL experts; RID also has resources for ASL related questions.
- The panel clarified that it does not provide any legal advice. Instead, questions seeking legal advice will be referred to appropriate resources.
- The panel emphasized that it does not engage in disciplinary actions. Its role is to offer a safe space for questions and expert opinions which are based on general rules, Standard of Practice and Ethics for Judiciary Interpreters in WA, and other resources. Sanctions and disciplinary actions are beyond the scope of this group. Any complaints or violations should be dealt by the NOTIS board or the disciplinary commission as deemed appropriate.
- The standard turnaround time to answer questions is approximately 1 week, with accelerated response time for urgent matters.
- Judge Diaz and Bob invited the panel to collaborate with the commission to ensure consistency of practice. Bob raised concerns about conflicting opinions.
- Florence inquired about NOTIS and ATA membership and non-Spanish language representation. Laura Friend, president of NOTIS, mentioned the annual conference on September 30<sup>th</sup>, 2023 in celebration of the international translation day which will primarily focus on language neutral topics.

- Email: [ethics@notisnet.org](mailto:ethics@notisnet.org)  
Website: <https://notisnet.org/Ethics-Panel>

### **New Member Appointments:**

- Karen Atwood discussed her background and interest in the Deaf Community representative on the Commission.
- John Plecher discussed his background and interest in the CDI representative on the Commission.
- Buck Rogers discussed his background and interest in the CDI representative on the Commission.
- Nouri Marrakchi who submitted an application as one of Deaf Community representative was not present.

The Commission split into a separate break-out room to discuss the candidates and vote for the nominees.

DECISION: Karen Atwood and John Plecher were selected for appointment to the Commission as a Deaf Community member representative and CDI member representative, respectively.

Judge Diaz also highlighted additional opportunities to serve in an ad hoc capacity to support the works of the commission for limited projects.

### **Interpreter Recruitment Model Presentation – Shane Feldman, Innivee Strategies**

Shane shared projects, strategies, and approaches regarding recruitment of both ASL and spoken language interpreters. Strategic plans to address long-term goals for WA court system's needs were discussed with the following agenda:

- 4 phases of the Tseng Model in Professionalization of Interpreting Framework
  - Recruitment Strategy and Data Collection Framework to Develop the foundation
  - Potential Challenges and Opportunities
  - Building Pipeline and Strategy for the Future
  - Louisiana ASL Interpreter Needs Assessment Project
- Naoko Shatz pointed out the compensation disparity between court reporters and court interpreters. Shane emphasized that interpreters do not have opportunities to discuss compensation or raise rates incrementally due to anti-trust laws. Hence, a study on interpreter compensation is crucial in addressing this issue.
  - James Wells inquired about an effective collaboration model with other groups, particularly in the education setting. While there is no formal model, it was suggested that we can refer to strategies implemented in other states. Kentucky, for example, requires all ASL interpreters to be RID certified and covers the costs for all tests and professional development. Forming partnership with other



organizations to gather interpreter feedback, assess attrition rates, and focus on narrowing down the reasons behind the compensation gap was also discussed.

### **Adoption of Proposed RCW Changes – Donna Walker**

An Ad-hoc workgroup has been diligently working on proposed language changes to the RCW 2.42 and 2.43. Donna presented the summary of changes, which are i) consistency in language throughout RCW 2.42 and 2.43, ii) modernization of the language, iii) reorganization and removal of sections.

- Ashley Callan previously noted that the term ‘party or witness’ in RCW 2.43.030 should be changed to ‘potential juror’ in relation to jury duty. Melina Calderari-Waldron pointed out a typing error in RCW 2.43.070, suggesting that ‘2.42.070’ should be corrected to ‘2.43.070’. Amendments will be made accordingly.
- Melina Calderari-Waldron also expressed concern about the addition of team interpreting in the RCW as it may face opposition from some legislators due to future fiscal implications.
- Kristi Cruz addressed the inconsistency in ‘appointment and payment’ between the two RCW’s. There is additional concern about the removal of certain elements, such as ‘compensation’ in the title of RCW 2.43.030. Donna proposed scheduling a meeting with Kristi to address the issues. Kristi agreed and abstains from voting.
- Bob provided an overview of the application process. The deadline for proposal is set for June 15<sup>th</sup>, 2023. There will be an opportunity to review and refine the language afterwards.

Any comments or feedback to be sent to Donna and Bob by 5:00pm Wednesday, May 17<sup>th</sup>, 2023. Final version will be circulated to the Commission members by Friday, May 19<sup>th</sup>, 2023. Voting will be opened until Monday, May 22<sup>nd</sup>, 2023.

### **Strategic Priorities – Robert Lichtenberg**

Bob presented a report about the presentation on ‘Qualifying American Sign Language Interpreters for Court Interpreters’ at the Council of Language Access Coordinators (CLAC) conference. He highlighted the current shortage and crisis of ASL interpreters, with an estimate of 50% of ASL interpreters expected to retire soon in some states. In response to this issue, the NCSC has agreed to sponsor the seed funding for national credentialing and performance-based examination process for ASL interpreters.

### **Legislative Action Report: Senate Bill 5051 for 2024 – Judge Diaz**

The proposed Senate Bill 5051 on the translation of documents for family proceedings did not pass. It was emphasized that this remains an ongoing issue and the commission

expressed its commitment to working with the bill sponsors to seek clarification and offer continued partnership in finding a more comprehensive and holistic solution.

### **Interpreter Program Report – James Wells**

- During the recent Ethics and Protocol training class held in March, 12 new interpreters have successfully completed their credentialing process, and 4 others are close to completion.
- A special oral exam session is being held in June for previous exam candidates who fall in the near-passer category, court staff, and Office of Administrative Hearings.
- The Interpreter Program along with other commission members have been preparing for an online webinar on court interpreting in June. This will be an introductory webinar, primarily targeting people who have not yet initiated the process of becoming a court interpreter.
- The Interpreter Program staff conducted an informative presentation at the Snohomish County Superior Courthouse for students from Sno-Isle Tech Skills Center Interpreting Class, highlighting the court interpreter credentialing process and training opportunities.
- The Interpreter Program staff conducted a couple of presentations focusing on recruitment of new court interpreters and collaboration with other states at the CLAC conference.

### **Language Access and Interpreter Reimbursement Report— Tae Yoon**

- Language Access and Interpreter Reimbursement Program approved reimbursement for a total of \$1.3 million to participating courts, out of the \$1.4 million claimed for the first two quarters of FY23
- An additional budget of \$428,000 has been distributed among 30 courts to ensure sufficient budgetary coverage for each court's needs. The allocation determination was made based on a thorough assessment of the court's projected expenditures for the remainder of the year, taking into account the first and second quarter invoices.
- In order to provide language access support to more courts, the Language Access and Interpreter Reimbursement Program is planning an early outreach effort in collaboration with AWSCA and DMCMA.
- Currently several projects are underway to enhance language access in courts, including the interpreter compensation study, development of a brochure on becoming a court credentialed interpreter, and an update to our language access materials.

### **September ILAC Meeting Location— Judge Diaz**

There is consideration for a hybrid meeting at the Seatac AOC Building in September, which will not be partnered with a community meeting at that time. Several commission members expressed their interest in attending an in-person meeting.

## COMMITTEE AND PARTNER REPORTS

### **Issues Committee— Judge Lloyd Oaks**

Judge Oaks presented a variety of topics the Issues Committee has been addressing; Proposed revision on RCW 2.42 and 2.43, Written exam challenges, Extension for exams, Jury Eligibility and Deaf and hard of hearing issues, Notice of language access services, Noon CJE's and other education initiatives, Balance between non-credentialed interpreters vs credentialed interpreters, Interpreter shortage issues, and Proactive work on Senate 5051 bill.

### **Education Committee— Iratxe Cardwell**

- The Education Committee is sponsoring a session in partnership with Commissioner Jonathan Lack and Latricia Kinlow at the National Consortium on Racial and Ethnic Fairness in the Courts (NCREFC) conference in May on the topic: Language Access in Judicial Environments and Implicit Bias and Trauma-Informed Training for Court Staff.
- AOC staff is currently in the process of implementing an online Language Access Basic Training (LABT) modules with WA state specific content. The resources have provided by New Mexico and the customized modules are expected to be available to court staff by the end of July 2023.
- Several members of the commission conducted a training for the Washington Bar Association.
- The Judicial College Evaluation received general positive feedback. The Committee will continue to work on enhancing aspects of the training that may benefit from supplemented pre- or post-conference training modules.
- The Committee has been discussing strategies to offer support for interpreter coordinators. Surveys are underway to gather input and provide guidance for the development of a training session. This training session will be conducted through a remote platform, ensuring accessibility to all participants.
- Judge Diaz mentioned that there has been interest from the Federal Bar Association of Western Washington regarding training opportunities.

### **Disciplinary Committee— Florence Adeyemi**

- Judge Okoloko will temporarily serve as the chair for the Disciplinary Committee in the absence of Justice Whitener.
- Since 2021, a workgroup has been working on the Disciplinary Manual Revisions. Florence provided an overview of the manual's key objectives, which include identifying and delineating the rights and responsibilities of the

commission, outlining the disciplinary process, and establishing guidelines for the AOC staff and the Disciplinary Committee members.

- An interpreter complaint has been received by the AOC, which was subsequently forwarded to the Disciplinary Committee for review and appropriate action. It was emphasized that the Disciplinary Committee convenes only in response to specific issues and does not hold regular meetings or circulate materials unless necessary to address an identified issue. Currently, the committee is actively reviewing and addressing the matter at hand.

### **Liaison Report - Berle Ross**

- In response to the increasing need for ASL interpreter in courts, there has been more active recruitment efforts. A legal workshop is scheduled for the weekend and 14 interpreters have signed up to participate.
- Training opportunities will also be offered this fall to further support interpreters, and a study group will be established to address issues on shortage of interpreters impacting not only the courts but the entire state of Washington. Efforts will be made to incorporate the finding and recommendation from the study group into the training modules.

## **COMMISSION STAFF REPORT**

### **Commission Manager's Report — Kelley Amburgey-Richardson**

Kelley provided an update on the Legislative funding. The budget package for 2 new positions has been approved; LAP program coordinator and an additional program assistant.

### **Plan for July New Member Orientation Training— Robert Lichtenberg**

Informal training session is scheduled to take place in July to onboard new Commission members.

### **Disability Justice Workgroup Funding – Kelley Amburgey-Richardson**

Disability Task Force has been funded for a 2-year needs-analysis project with full time staff positions.

### **In-person/ Hybrid Commission Meeting and Community Forum— Robert Lichtenberg**

AOC SeaTac office is anticipated to reopen at some point in 2023, but there is no specific date yet. Bob is taking the to lead in facilitating discussions regarding a Community Forum. The forum aims to engage member of the public who are interested in interacting with the commission. Additionally, commission members are collaborating with the Access to Justice Board to explore strategies for community engagement and participation.

**The next meeting will be on September 8, 2023 at 8:30 AM, location TBD.**

**The meeting was adjourned at 12:00PM.**

DRAFT

# Chair's Report

**COMMISSION MEMBERS**

**Honorable J. Michael Diaz, Chair**  
WA Court of Appeals, Division One

**Honorable Edirin Okoloko**  
Superior Court Judges Representative

**Honorable G. Helen Whitener**  
Appellate Court Representative

**Honorable Lloyd Oaks**  
District and Municipal Court  
Judges Representative

**Ashley Callan**  
Superior Court  
Administrators Representative

**Jennefer Johnson**  
District and Municipal Court  
Administrators Representative

**Jeanne Englert**  
Administrative Office of the Courts  
Representative

**Iratxe Cardwell**  
Interpreter Representative

**Diana Noman**  
Interpreter Representative

**Donna Walker**  
American Sign Language  
Interpreter Representative

**Kristi Cruz**  
Attorney Representative

**Michelle Hunsinger de Inciso**  
Public Member Representative

**Florence Adeyemi**  
Public Member Representative

**Kelly Vomacka**  
Public Defender Representative

**Anita Ahumada**  
Community Member Representative

**Naoko Inoue Shatz**  
Ethnic Organization Representative

**Laura Friend**  
Translation Services Representative

**Karen Atwood**  
Deaf Community Representative

**John Plecher**  
Certified Deaf Interpreter Representative

August 28, 2023

Honorable Steve González  
Chief Justice of the Washington State Supreme Court  
PO Box 40929  
Olympia, WA 98504-0929

RE: Re-Appointment of Superior Court Judges Association  
Representative to the Interpreter and Language Access  
Commission


Dear Chief Justice González:

It is my pleasure to re-nominate Judge Edirin Okoloko to serve his first three-year term on the Interpreter and Language Access Commission. If re-appointed, his term would begin October 1, 2023 and end on September 30, 2026. At that time, he would be eligible to be re-nominated for a second, three-year term.

Judge Okoloko was originally appointed to complete terms for the previous seat holder. Since joining ILAC in 2022, Judge Okoloko has served as a temporary chair of the Disciplinary Committee and provided a legal lens for the workgroup updating the Disciplinary Manual.

Thank you for your consideration of this re-nomination.

Sincerely,



Judge Michael Diaz  
Interpreter Commission Chair

cc: Dawn Marie Rubio, State Court Administrator, AOC  
Kelley Amburgey-Richardson, Supreme Court  
Commissions Manager, AOC  
James Wells, Court Program Analyst, AOC



# Superior Court Judges' Association

**Samuel S. Chung**  
*President*

King County Superior Court  
516 3<sup>rd</sup> Ave, Rm C-203  
Seattle, WA 98104-2361  
206-477-1417

**Kristin Ferrera**  
*President Elect*

Chelan County Superior Court  
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**Jennifer A. Forbes**  
*Immediate Past President*

Kitsap County Superior Court  
614 Division St, MS 24  
Port Orchard, WA 98366-4683  
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**Shelley D. Szambelan**  
*Secretary*

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**Ken Schubert**  
*Treasurer*

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**Adrienne Thomas McCoy**

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**Josephine Wiggs**

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Seattle, WA 98104-2361  
206-477-4933

August 28, 2023

Honorable Steven C. González  
Washington State Supreme Court  
Temple of Justice  
PO Box 40929  
Olympia, WA 98504-0929

Re: SCJA Representative Nomination to the Court Interpreter Commission

Dear Justice González:

The Superior Court Judges' Association (SCJA) nominates Judge Edirin O. Okoloko, Snohomish County Superior Court, to be re-appointed as SCJA Representative to the Court Interpreter Commission for a full three-year term, which will begin on October 1, 2023 and expire on September 30, 2026. For the past year, Judge Okoloko has served the remainder of Judge J. Michael Díaz's term, which will expire on September 30, 2023. It is my understanding that Judge Okoloko is eligible to be reappointed to the Commission for a second three-year term in 2026. I am confident Judge Okoloko will continue to represent well the interests of all judicial officers while serving on behalf of the SCJA.

Thank you for your consideration of SCJA's nomination to the Court Interpreter Commission. Please let me know if more is needed to support Judge Okoloko's nomination.

Sincerely,

Judge Sam Chung, President  
Superior Court Judges' Association

cc: Judge Edirin O. Okoloko  
Judge J. Michael Díaz  
SCJA Board of Trustees  
Dawn Marie Rubio, Director, AOC  
Allison Lee Muller, AOC  
James Wells, AOC  
Kelley Amburgey-Richardson, AOC



**COMMISSION MEMBERS**

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Certified Deaf Interpreter Representative

August 17, 2023

Honorable Steve González  
Chief Justice of the Washington State Supreme Court  
PO Box 40929  
Olympia, WA 98504-0929

RE: Re-Appointment of District and Municipal Court Judges  
Association Representative to the Interpreter and Language  
Access Commission

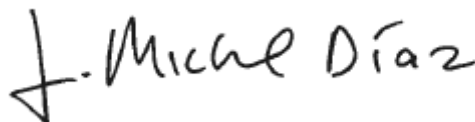
Dear Chief Justice González:

It is my pleasure to re-nominate Judge Lloyd Oaks to serve his first three-year term on the Interpreter and Language Access Commission. If re-appointed, his term would begin October 1, 2023 and end on September 30, 2026. At that time, he would be eligible to be re-nominated for a second, three-year term.

Judge Oaks was originally appointed to complete terms for the previous seat holder. Since joining ILAC at the end of 2021, Judge Oaks has served as the chair of the Issues Committee which is one of the most active committees. He will also serve on the panel for the language access session at the next Judicial College in 2024.

Thank you for your consideration of this re-nomination.

Sincerely,



Judge Michael Diaz  
Interpreter Commission Chair

cc: Dawn Marie Rubio, State Court Administrator, AOC  
Kelley Amburgey-Richardson, Supreme Court  
Commissions Coordinator, AOC  
James Wells, Court Program Analyst, AOC



# *District and Municipal Court Judges' Association*

August 3, 2023

## **VIA EMAIL**

The Honorable J. Michael Díaz  
Court of Appeals Division I  
600 University St, One Union Square  
Seattle, WA 98101-1176

RE: DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION  
(DMCJA) REPRESENTATIVE TO THE SUPREME COURT  
INTERPRETER COMMISSION

Dear Judge Díaz,

It is my pleasure to recommend Judge Lloyd D. Oaks, Pierce County District Court, to serve a first full term on the Supreme Court Interpreter Commission, after the completion of his current partial term. Our understanding is that Judge Oaks' first full term would commence on October 1, 2023 and would expire on September 30, 2026.

Judge Lloyd D. Oaks  
Pierce County District Court  
903 Tacoma Ave S, Rm 239  
Tacoma, WA 98402-2115  
253-798-7485

As DMCJA President, I recommend Judge Oaks for the Supreme Court Interpreter Commission and I understand that the Supreme Court will make the final appointment. Thank you for your consideration of this recommendation and please do not hesitate to contact me if you have questions.

Sincerely,

Judge Jeffrey R. Smith  
DMCJA President

cc: Honorable Lloyd D. Oaks  
Stephanie Oyler, AOC  
James Wells, AOC

### ***President***

**JUDGE JEFFREY R. SMITH**  
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### ***President-Elect***

**JUDGE KARL WILLIAMS**  
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### ***Vice-President***

**JUDGE ANITA M. CRAWFORD-WILLIS**  
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### ***Secretary/Treasurer***

**JUDGE JEFFREY D. GOODWIN**  
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### ***Past President***

**JUDGE RICK LEO**  
Snohomish County District Court  
14414 179<sup>th</sup> Ave SE  
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### ***Board of Governors***

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(360) 416-1250

**JUDGE MICHAEL R. FRANS**  
Kent Municipal Court  
(253) 856-5730

**JUDGE ANGELLE GERL**  
Airway Heights Municipal Court  
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**JUDGE JESSICA GINER**  
Renton Municipal Court  
(425) 430-6565

**JUDGE CAROLYN M. JEWETT**  
San Juan County District Court  
(360) 378-4017

**JUDGE CATHERINE MCDOWALL**  
Seattle Municipal Court  
(206) 684-5600

**JUDGE LLOYD D. OAKS**  
Pierce County District Court  
(253) 798-7487

**JUDGE WHITNEY RIVERA**  
Edmonds Municipal Court  
(425) 771-0210

**COMMISSION MEMBERS**

**Honorable J. Michael Diaz, Chair**  
WA Court of Appeals, Division One

**Honorable Edirin Okoloko**  
Superior Court Judges Representative

**Honorable G. Helen Whitener**  
Appellate Court Representative

**Honorable Lloyd Oaks**  
District and Municipal Court  
Judges Representative

**Ashley Callan**  
Superior Court  
Administrators Representative

**Jennefer Johnson**  
District and Municipal Court  
Administrators Representative

**Jeanne Englert**  
Administrative Office of the Courts  
Representative

**Iratxe Cardwell**  
Interpreter Representative

**Diana Noman**  
Interpreter Representative

**Donna Walker**  
American Sign Language  
Interpreter Representative

**Kristi Cruz**  
Attorney Representative

**Michelle Hunsinger de Inciso**  
Public Member Representative

**Florence Adeyemi**  
Public Member Representative

**Kelly Vomacka**  
Public Defender Representative

**Anita Ahumada**  
Community Member Representative

**Naoko Inoue Shatz**  
Ethnic Organization Representative

**Laura Friend**  
Translation Services Representative

**Karen Atwood**  
Deaf Community Representative

**John Plecher**  
Certified Deaf Interpreter Representative

August 17, 2023

Honorable Steve González  
Chief Justice of the Washington State Supreme Court  
PO Box 40929  
Olympia, WA 98504-0929

RE: District and Municipal Court Administrator Representative to the  
Interpreter and Language Access Commission

Dear Chief Justice González:

As Chair of the Supreme Court Interpreter and Language Access Commission, I received correspondence from LaTricia Kinlow, President of the District and Municipal Court Managers Association (DMCMA), informing me of the Association's request the nomination of Ms. Analisa Mai, a manager at King County District Court, to be their representative on the Interpreter and Language Access Commission. Supreme Court General Rule 11.1 requires the appointment of a district court administrator representative to the Commission.

The Court previously appointed Jennefer Johnson in late 2022 to ILAC. Ms. Johnson left her position as court administrator of Bremerton Municipal Court earlier this year and therefore needed to resign from her seat on ILAC at that time. Ms. Mai will fill the vacancy and complete the remainder of Ms. Johnson's term.

It is our pleasure to submit to you the nomination letter from the Association for Ms. Mai. If she is appointed, her initial term filling the vacant position will end on September 30, 2025. At that time, she will be eligible to serve two additional terms if re-nominated by DMCMA and re-appointed by the Court.

Thank you for your consideration of this nomination.

Sincerely,



Judge Michael Diaz  
Interpreter Commission Chair

cc: Dawn Marie Rubio, State Court Administrator, AOC  
Kelley Amburgey-Richardson, Supreme Court Commissions Coordinator, AOC  
James Wells, Court Program Analyst, AOC



# DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

**LATRICIA KINLOW**  
**PRESIDENT**  
Tukwila Municipal Court  
6200 Southcenter Blvd  
Tukwila, WA 988188-2544  
(206) 433-1840  
[Trish.Kinlow@dmcma.org](mailto:Trish.Kinlow@dmcma.org)

**FRANKIE PETERS**  
**PRESIDENT ELECT**  
Thurston County District Court  
2000 Lakeridge Dr SW, Bldg. 3  
Olympia, WA 98502-6001  
(360) 786-5450  
[Frankie.Peters@dmcma.org](mailto:Frankie.Peters@dmcma.org)

**THERESE MURPHY**  
**VICE PRESIDENT**  
Yakima District Court  
128 N 2<sup>nd</sup> St, Ste 217  
Yakima, WA 98901-2639  
(509) 574-1804  
[Therese.Murphy@dmcma.org](mailto:Therese.Murphy@dmcma.org)

**CANDACE ENDERS**  
**SECRETARY**  
Kent Municipal Court  
1220 Central Ave S  
Kent, WA 98032-7426  
(253) 856-5730  
[Candace.Enders@dmcma.org](mailto:Candace.Enders@dmcma.org)

**BONNIE WOODROW**  
**TREASURER**  
Renton Municipal Court  
1055 S Grady Way, #3  
Renton, WA 98057  
(425) 430-6531  
[Bonnie.Woodrow@dmcma.org](mailto:Bonnie.Woodrow@dmcma.org)

**ELLEN ATTEBERY**  
**PAST PRESIDENT**  
Puyallup and Milton Municipal Court  
929 E Main St. STE-120  
Puyallup, WA 98372-3116  
(253) 841- 5450  
[Ellen.Attebery@dmcma.org](mailto:Ellen.Attebery@dmcma.org)

August 7, 2023

Judge J. Michael Diaz  
Chairperson  
Interpreter Commission  
Washington State Supreme Court

Re: Nomination for Annalisa Mai as DMCMA Representative for the  
Washington State Supreme Court Interpreter Language Access Commission

To the Honorable J. Michael Diaz.

My name is LaTricia Kinlow, and I serve as President of the District & Municipal Court Management Association (DMCMA). The association is a proud supporter of the Interpreter Language Access Commission, and we value our participation on the commission.

Recently our representative, Jennefer Johnson, resigned from DMCMA and we are now left with a vacancy on ILAC. We would like to nominate Analisa Mai to fill this vacancy as representative of DMCMA. Analisa is a manager at King County District Court who deeply believes in the principal of equitable access to justice and advocates for the rights of individuals who face barriers in our judicial system. She believes interpreter services are crucial to ensuring fairness and equality for all.

Analisa has personal experience in understanding the complexity for the LEP community when navigating in a primary English society. She had to assist in translating for her immigrant parents at the court and other government agencies. She understands firsthand the challenges a person with LEP experiences, and how barriers often lead to misunderstandings, misinterpretations and a lack of awareness of one's rights which hinders individuals from exercising their rights in the legal process. By becoming a member of the ILAC, Ms. Mai can contribute her knowledge, experiences and ideas to further improve language access in the Washington State justice system.

Thank you in advance for your consideration. Please let me know if I can provide additional information.

Sincerely,  
*LaTricia Kinlow*  
LaTricia Kinlow  
President



**INTERPRETER AND LANGUAGE  
ACCESS COMMISSION  
(ILAC)  
2024 MEETING DATES  
(TENTATIVE)**

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
February 23, 2024	8:30 am to 12:00 pm	Zoom Videoconference In-person: TBD
May 10, 2024	8:30 am to 12:00 pm	Zoom Videoconference In-person: TBD
September 27, 2024	8:30 am to 12:00 pm	Zoom Videoconference In-person: TBD
December 6, 2024	8:30 am to 12:00 pm	Zoom Videoconference In-person: TBD

## **RCW 2.432.43 Spoken Language Interpreters for Non-English-Speaking Persons with Limited English Proficiency**

For "Sign Language Interpreters" refer to RCW 2.42.

### **RCW 2.43.010 Legislative Intent**

It is hereby declared to be the policy of this state to secure the rights, constitutional or otherwise, of persons who, because of a non-English-speaking cultural background, are unable to readily understand or communicate in the English language, and who consequently cannot be fully protected in legal proceedings unless **qualified** interpreters are available to assist them.

It is the intent of the legislature in the passage of this chapter to provide for the use and procedure for the appointment of such interpreters. ~~Nothing in chapter 358, Laws of 1989 abridges the parties' rights or obligations under other statutes or court rules or other law.~~

### **RCW 2.43.020 Definitions**

As used in this chapter:

(1) "~~Appointing authority~~**Judicial officer**" means the presiding officer or similar official of any court, department, board, commission, agency, licensing authority, or legislative body of the state or of any political subdivision thereof.

~~(32)~~ "Legal proceeding" means a proceeding in any court **and in any type of hearing in this state, grand jury hearing, or hearing** before **any judicial officer an inquiry judge,** or before an administrative board, commission, agency, or licensing body of the state or any political subdivision **thereof**.

~~(43)~~ "**Person with limited English proficiency**" "~~Non-English-speaking person~~" means any person involved in a legal proceeding who cannot readily speak or understand the English language, but does not include **Deaf, DeafBlind and Hard of Hearing individuals hearing-impaired persons** who are covered under chapter 2.42 RCW.

~~(4)~~ "**Court credentialed interpreter**" means **an interpreter who is credentialed by the Washington State Administrative Office of the Courts in a spoken language as a Certified interpreter or Registered interpreter.**

~~(52) "Certified interpreter" means an interpreter who holds the certified court interpreter credential recognized ~~is certified~~ by the Washington State Administrative Office of the Courts in a spoken language ~~the administrative office of the courts~~.~~

~~(6) "Registered interpreter" means an interpreter who holds the is registered court interpreter credential recognized by the Washington State Administrative Office of the Courts in a spoken language.~~

~~(57) "Qualified interpreter" means a spoken language interpreter not credentialed by the Washington State Administrative Office of the Courts and that has been qualified on the record for that specific interpreting event, ~~person who is able readily to interpret or translate spoken and written English for non-English-speaking persons and to interpret or translate oral or written statements of non-English-speaking persons into spoken English.~~~~

~~(8) "Sign Language Interpreters" refer to RCW 2.42.~~

~~(9) "Team interpreting" means the use of two or more interpreters as required by Supreme Court rule.~~

~~(10) "Language Access Plan" means a plan that is publicly available which contains the elements laid out in RCW 2.43.110.~~

## **RCW 2.43.030**

### **Appointment of ~~i~~nterpreter - Source of interpreter- Interpreter Qualifications.**

~~(1) Credentialed interpreters shall be appointed in legal proceedings involving participation of persons with limited English proficiency, unless good cause is found on the record.~~

~~For purposes of this chapter "good cause" includes but is not limited to a determination that: Whenever an interpreter is appointed to assist a non-English-speaking person in a legal proceeding, the appointing authority shall, in the absence of a written waiver by the person, appoint a certified or a qualified interpreter to assist the person throughout the proceedings.~~

~~(a) Except as otherwise provided for in (b) of this subsection, the interpreter appointed shall be a qualified interpreter.~~

~~(b) Beginning on July 1, 1990, when a non-English-speaking person is a party to a legal proceeding, or is subpoenaed or summoned by an appointing authority or is~~



~~otherwise compelled by an appointing authority to appear at a legal proceeding, the appointing authority shall use the services of only those language interpreters who have been certified by the administrative office of the courts, unless good cause is found and noted on the record by the appointing authority. For purposes of chapter 358, Laws of 1989, "good cause" includes but is not limited to a determination that:~~

(i) Given the totality of the circumstances, including the nature of the proceeding and the potential penalty or consequences involved, the services of a credentialed interpreter are not reasonably available; or a certified interpreter are not reasonably available to the appointing authority; or

(ii) The current list of ~~certified~~ interpreters maintained by the Washington State Administrative Office of the Courts ~~administrative office of the courts~~ does not include an interpreter ~~certified~~ credentialed in the language spoken by the person with limited English proficiency ~~non-English-speaking person~~.

~~(c) Except as otherwise provided in this section, when a non-English-speaking person is involved in a legal proceeding, the appointing authority shall appoint a qualified interpreter.~~

(2) If good cause is found for using an interpreter who is not ~~certified~~ or if a qualified interpreter is appointed credentialed, the judicial or presiding officer ~~the appointing authority~~ shall make a preliminary determination that, the proposed interpreter is able to interpret accurately all communications to and from the person with limited English proficiency in that particular proceeding. The determination shall be made on the basis of testimony or stated needs of the person with limited English proficiency. ~~on the basis of testimony or stated needs of the non-English-speaking person, that the proposed interpreter is able to interpret accurately all communications to and from such person in that particular proceeding. The appointing authority shall satisfy itself on the record that the proposed interpreter:~~

(3) The judicial or presiding officer shall satisfy itself and state on the record that:

(i) The proposed interpreter is capable of communicating effectively in English and in the non-English language; (a) Is capable of communicating effectively with the court or agency and the person for whom the interpreter would interpret; and

(ii) The proposed interpreter has read, understands, and will abide by the Code of Professional Responsibility for Judiciary Interpreters established by court rules. If the interpreter does not meet this requirement, they may be given time to review the Code of Professional Responsibility for Judiciary Interpreters ~~(b) Has read, understands, and will abide by the code of ethics for language interpreters established by court rules.; and~~

(iii) The person with limited English proficiency can understand the interpreter.

(4) The court shall inquire whether the interpreter can accurately interpret in either or both consecutive or simultaneous mode.

(5) If the proposed interpreter does not meet the criteria in (3) above, another interpreter must be used.

*[The original 2.43.040 language moved to the new 2.43.100]*

### **RCW 2.43.0540 Oath**

(1) Upon obtaining the interpreter credential with the Washington State Administrative Office of the Court~~certification or registration with the administrative office of the courts, certified or registered~~credentialed interpreters shall take a permanent oath, affirming that the interpreter will make a true interpretation ~~to the person being examined~~ of all the proceedings ~~in a language which the person understands~~, and that the interpreter will repeat the statements of the person with limited English proficiency being examined to the court or agency conducting the proceedings, in the English language, to the best of the interpreter's skill and judgment.

The Washington State ~~a~~Administrative Office of the Courts shall maintain the list of credentialed interpreters and a record of the oath in the same manner. ~~that the list of certified and registered interpreters is maintained.~~

(2) Before any person serving as an interpreter for the court or agency begins to interpret, the judicial or presiding officer appointing authority shall require the interpreter to state the interpreter's name on the record and whether the interpreter is a ~~certified or registered~~credentialed interpreter. If the interpreter is not a ~~certified or registered~~credentialed interpreter, the interpreter must be qualified ~~submit the interpreter's qualifications~~ on the record.

(3) Before beginning to interpret, every interpreter appointed under this chapter shall take an oath unless the interpreter is a ~~certified or registered~~credentialed interpreter who has taken the oath as required in subsection (1) of this section. The oath must affirm that the interpreter will make a true interpretation to the person being examined of all the proceedings in a language which the person understands, and that the interpreter will repeat the statements of the person being examined to the court or agency conducting the proceedings, in the English language, to the best of the interpreter's skill and judgment.

### **RCW 2.43.0560 Waiver of right to interpreter**

- (1) The right to an ~~qualified~~ interpreter may not be waived except when:
  - (a) ~~a person with limited English proficiency~~ ~~A non-English-speaking person~~ requests a waiver on the record; and
  - (b) the judicial or presiding officer ~~The appointing authority~~ determines on the record that the waiver has been made knowingly, voluntarily, and intelligently.
- (2) ~~The w~~Waiver for an interpreter of a qualified interpreter may be set aside and an interpreter appointed, ~~at~~ in the discretion of the judicial or presiding officer ~~appointing authority~~, at any time during the proceedings.
- (3) The waiver for an interpreter shall not preclude a person with limited English proficiency from exercising their right to an Interpreter at a later time.

*[Code of Conduct language moved from later in the statute]*

#### **RCW 2.43.~~080-060~~ Code of Conduct for Judiciary Interpreters ethics.**

All language interpreters serving in a legal proceeding, whether or not ~~certified or qualified~~ credentialed, shall abide by a Code of Conduct for Judiciary Interpreters code of ethics established by ~~S~~supreme ~~C~~court rule.

#### **RCW 2.43.070 Team Interpreting**

The court shall appoint a team of interpreters as required by Supreme Court rule.

#### **RCW 2.43.~~0870~~ Testing, and Credentialing certification of interpreters**

- (1) Subject to the availability of funds, the Washington State Aadministrative Office of the ~~C~~courts shall establish and maintain a credentialing program for spoken language interpreters and administer ~~a comprehensive testing and certification program for language interpreters.~~
- (2) The Washington State Aadministrative Office of the ~~C~~courts shall work cooperatively with ~~community colleges and other public or private~~ ~~or public~~ educational institutions, and with other public or private organizations to establish a certification preparation curriculum and suitable training programs and engage in recruitment efforts to ensure the availability of ~~certified-credentialed~~ interpreters. Training programs shall be made readily available in both eastern and western Washington locations.

(3) The Washington State Administrative Office of the Courts shall establish and adopt standards of proficiency, written and oral, in English and the language to be interpreted.

(4) The Washington State Administrative Office of the Courts shall conduct periodic examinations to ensure the availability of certified-credentialed interpreters. Periodic examinations shall be made readily available in both eastern and western Washington locations.

(5) The Washington State Administrative Office of the Courts shall compile, maintain, and disseminate a current list of interpreters credentialed certified by the Washington State Administrative Office of the Courtsoffice.

(6) The Washington State Administrative Office of the Courts may charge reasonable fees for testing, training, and certificationcredentialed.

(7) The Washington State Administrative Office of the Courts may create different credentials and provide guidance for the selection and use of credentialed and non-credentialed interpreters in order to ensure that the highest standards of accuracy are maintained in all judicial proceedings.

### **RCW 2.43.090 Privileged communication**

An interpreter shall not be examined as a witness in regard to any interpreted privileged communication or otherwise obtained in their professional capacity following the Code of Professional Responsibility for Judiciary Interpreters as required by Supreme Court rule.

*[Section below moved from earlier in the statute]*

### **RCW 2.43.040100 Fees and expenses—Cost of Pproviding linterpreter — Reimbursement**

(1) Interpreters appointed according to this chapter are entitled to a reasonable fee for their services and shall be reimbursed for actual expenses which are reasonable as provided in this section.

(2) In all legal proceedings and court mandated classes in which ~~the non-English-speaking~~ the person with limited English proficiency is a party, ~~or is subpoenaed or summoned, by the appointing authority or,~~ or are parents, guardians, or custodians of a juvenile, or is otherwise compelled by the appointing authority to appear, ~~including criminal proceedings, grand jury proceedings, coroner's inquests, mental health commitment proceedings, and other legal proceedings initiated by agencies of government, the cost of providing the interpreter shall be borne by the governmental~~

~~body initiating the legal proceedings, the person with limited English proficiency shall not bear responsibility for the cost of the interpreter.~~

~~(3) In other legal proceedings, the cost of providing the interpreter shall be borne by the non-English-speaking person unless such person is indigent according to adopted standards of the body. In such a case the cost shall be an administrative cost of the governmental body under the authority of which the legal proceeding is conducted.~~

~~(4) The cost of providing the interpreter is a taxable cost of any proceeding in which costs ordinarily are taxed.~~

~~(35) Subject to the availability of funds specifically appropriated therefor for this purpose, the Washington State Administrative Office of the Courts shall reimburse the participating state court for language access services costs in accordance with terms of agreement established by the Washington State Administrative Office of the Courts and agreed to by the participating state court, the appointing authority for up to one-half of the payment to the interpreter where an interpreter is appointed by a judicial officer in a proceeding before a court at public expense and:~~

~~(a) The interpreter appointed is an interpreter certified by the administrative office of the courts or is a qualified interpreter registered by the administrative office of the courts in a noncertified language, or where the necessary language is not certified or registered, the interpreter has been qualified by the judicial officer pursuant to this chapter;~~

~~(b) The court conducting the legal proceeding has an approved language assistance plan that complies with RCW 2.43.090; and~~

~~(c) The fee paid to the interpreter for services is in accordance with standards established by the administrative office of the courts.~~

## **RCW 2.43.090110**

### **Language assistance Access Pplan—Required for each trial court—Submission of plan to interpreter commission—Report.**

(1) ~~Each T~~trial courts organized under this title and Titles 3 and 35 RCW must develop and maintain a written language assistance-access plan to provide a framework for the provision of interpreter-language access services for persons with limited English proficiency non-English-speaking persons accessing the court system and its programs in both civil and criminal legal matters. Courts may use a template developed by the AOC in developing their language access plan.

(2) The language assistance-access plan must at a minimum include at a minimum, provisions designed to provide procedures for court staff and/or the public, as may be necessary, that shall addressing the following:

(a) Procedures to identify and ~~assess~~ provide the language needs of individuals with limited English proficiency ~~non-English-speaking persons~~ using the court system;

(b) Procedures for requesting and ~~the appointing~~ ment of interpreters as required under RCW 2.43.030. ~~Such procedures shall not require the non-English-speaking person to make the arrangements for the interpreter to appear in court;~~

(c) Procedures for notifying court users of the right to an interpreter and the availability of interpreter services. Such information shall be prominently displayed in the courthouse in the five or more foreign ~~languages~~ other than English that ~~census~~ meaningful data indicates are predominate in the jurisdiction;

(d) A process for providing timely communication between ~~with~~ individuals with limited English proficiency ~~non-English speakers~~ by and all court employees who have regular contact with the public and effective ~~the public and meaningful~~ access to court ~~court services, including access to~~ services provided by the clerk's office and other court managed programs. ;

(e) Procedures for evaluating the need for translation of written materials, and prioritizing and providing those translated on materials, needs, and translating the highest priority materials. ~~These procedures~~ Courts should take into account the frequency of use of forms by the language group, and the cost of ~~orally interpreting~~ providing the forms by other means;

(f) A process for ~~requiring and providing~~ training ~~to~~ judges, court clerks, and ~~other~~ court staff on the requirements best practices in serving individuals with limited English proficiency in legal proceedings ~~of the language assistance plan~~ and how to effectively assign ~~access~~ and work with interpreters and provide interpretations; and

(g) A process for an ongoing evaluation of the language ~~assistance~~ access plan and a process for monitoring ~~of~~ the implementation of the language ~~assistance~~ access plan.

(23) Each court, when developing its language ~~assistance~~ access plan, must consult with judges, court administrators court staff, ~~and court clerks~~, interpreters, and members of the community, such as domestic violence organizations, pro bono programs, courthouse facilitators, legal services programs, and/or other community groups whose members speak a language other than English.

(43) Beginning January 1, 2025, and on a biennial basis thereafter, all courts must submit their most recent language access plan to the AOC. Each court must provide a copy of its language assistance plan to the interpreter commission established by supreme court rule for approval prior to receiving state reimbursement for interpreter costs under this chapter.

(5) The AOC shall provide technical assistance to the trial courts in developing their Language Access Plan.

(6) Each court must provide a copy of its Language Access Plan to the Washington State Administrative Office of the Courts in accordance with criteria for approval recommended by the Interpreter and Language Access Commission for approval prior to receiving state reimbursement for interpreter costs under this chapter.

(7) The court shall make available on its website translated information that informs the public of procedures necessary to access a court's language access services program(s). The information shall be provided in five or more languages other than English that meaningful data indicates the predominant languages in the jurisdiction.

~~(4) Each court receiving reimbursement for interpreter costs under RCW 2.42.120 or 2.43.040 must provide to the administrative office of the courts by November 15, 2009, a report detailing an assessment of the need for interpreter services for non-English speakers in court-mandated classes or programs, the extent to which interpreter services are currently available for court-mandated classes or programs, and the resources that would be required to ensure that interpreters are provided to non-English speakers in court-mandated classes or programs. The report shall also include the amounts spent annually on interpreter services for fiscal years 2005, 2006, 2007, 2008, and 2009. The administrative office of the courts shall compile these reports and provide them along with the specific reimbursements provided, by court and fiscal year, to the appropriate committees of the legislature by December 15, 2009.~~



# Court Interpreter Program Update

## Interpreter and Language Interpreter Commission For 9/8/23 Meeting Test and Training Updates

### Interpreter Exam and Training

In June we offered a special certified oral exam session. This exam is being held for previous exam candidates who fall in the near-passer category as well as court staff who are in the credentialing process and individuals who wanted to take the exam during our normal administration last fall but were not able to attend. Special interpreter skills classes were held in advance of the exam.

A total of three test candidates took the exam in four languages (Filipino Tagalog), Portuguese, Russian and Spanish). Three candidates passed the exam: 1 Portuguese, 1 Russian, and 1 Spanish.

A larger fall administration will take place in October in Shoreline, Spokane, and Olympia. Three interpreter skills classes are being held in advance of the exams.

### Introduction to Court Interpreting

In June we held a holding an online webinar Speaking the Language of Justice: Introduction to Court Interpreting. This was an introductory webinar targeting people who are not yet in the process of becoming a court interpreter. The faculty include Judge Abby Bartlett from Clark County, Luisa Gracia, Donna Walker, and James Wells. Attendees will be invited to attend the Ethics and Protocol class in September. Over 150 individuals attended the event. A recording is also available online. We hope to have a similar event two or more times per year.

### Ethics and Protocol Class

On September 21 and 22, the Court Interpreter Program held the Ethics and Protocol class. This is typically the final step for court interpreter to take before they receive their credential. We anticipate 5 to 10 new interpreters to complete their certification during this class, including the passers of the certified exam and from out of state receiving reciprocity.



# INTRODUCTION TO COURT INTERPRETING

*Speak the Language of Justice*

Information session

June 21, 2023 at 5:30 to 7:00

# HOUSEKEEPING

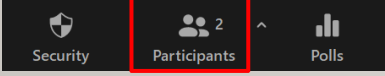
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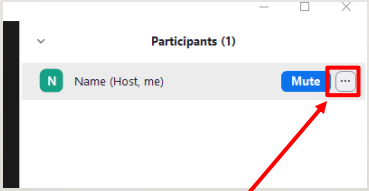
- Zoom review
- All attendees are muted
- Session to be recorded

# 1

Click on **Participants** icon at bottom of window.

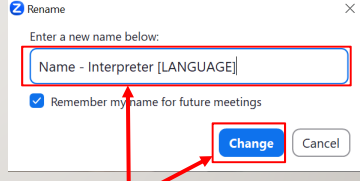


# 2



- In **Participants** list, find your name.
- Click three dots
- Click on **Rename**


# 3



- In the **Rename** window, change your name.  
 “Name –Language”  
 Or  
 “Name –role,”  
 (teacher, government agency, etc.)
- Click **Change**

# HOUSEKEEPING

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## Questions?

Time in break out sessions and at the end.

# OVERVIEW

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Importance of Interpreters

Overview of Credentialing Process

Interpreting in Court

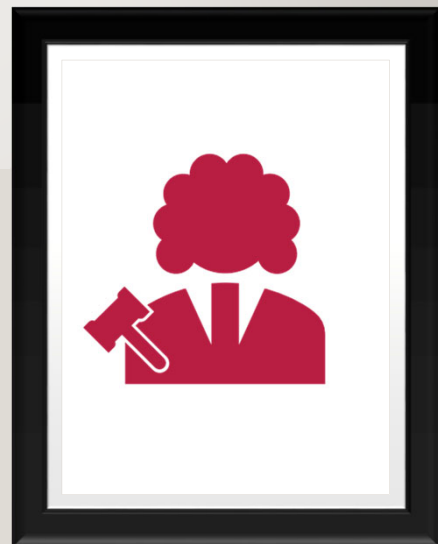
Break Out Rooms

Next Steps

## JUDGE BARTLETT

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- **Clark County District Court**
- **Presides over**
  - **Civil and criminal cases from first appearance through trial**
  - **Substance Abuse and DUI Treatment Court**
- **Judicial Representative for Clark County District Court DEI Council**
- **Member Clark County Bar Association DEI Committee Member Washington District Municipal Court Judges 'Association Equity Committee**
- **Officiates weddings**



Created by Luisa Gracia Camón, June 2023

## INTERPRETERS IN THE COURTROOM

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ROLE OF THE INTERPRETER IN THE COURT AND JUSTICE SYSTEM



WHY ARE INTERPRETERS IMPORTANT?

## INTERPRETERS IN THE COURTROOM

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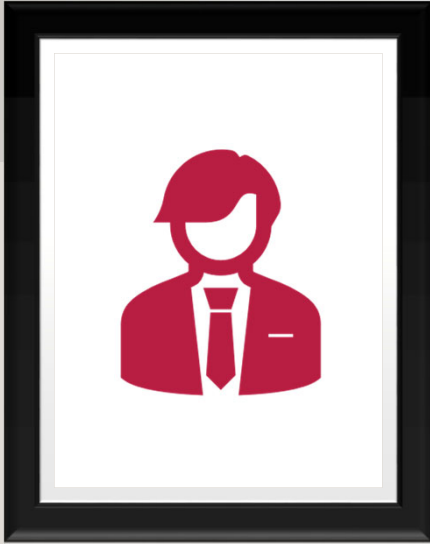


INTERPRETER AS OFFICER OF THE COURT



CODE OF CONDUCT

Created by Luisa Gracia Camón, June 2023



## JAMES WELLS – INTERPRETER PROGRAM

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- Administrative Office of the Courts
- Credentialing Process
- Interpreter Shortage

# COURT INTERPRETER CREDENTIALING

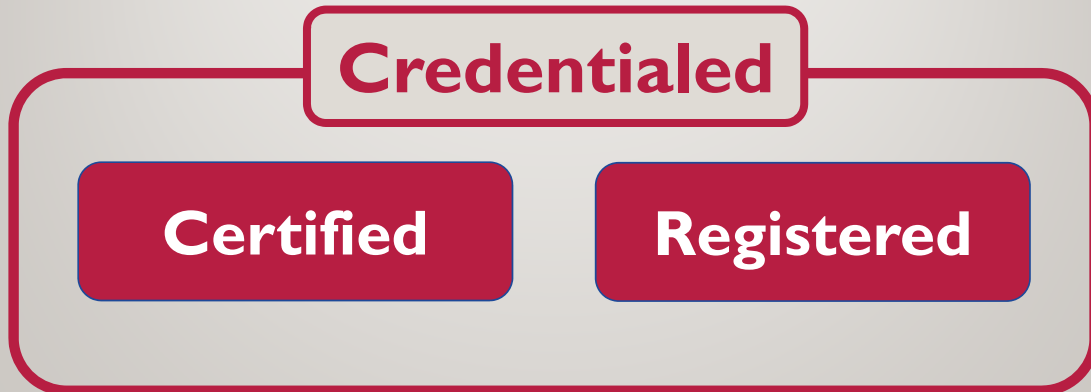
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## SPOKEN LANGUAGES

**Administered by the Administrative Office of the  
Courts**

**Governed by the Interpreter and Language Access  
Commission**

# Two Kinds of Credential



## Languages of Attendees

### Certified

Arabic  
Bosnian/Croatian/Serbian  
Cantonese French  
Khmer (Cambodian)  
Korean  
Laotian  
Mandarin  
Portuguese  
Russian  
Spanish  
Tagalog  
Vietnamese

### Registered

Haitian Creole  
Ilocano  
Kurdish  
Samoan  
Somali  
Swahili  
Thai  
Turkish  
Ukrainian  
80+ Languages

### No Credential (Currently)

Mixteco  
Mam  
Waray Waray  
Saho

## Spoken Language Interpreter Numbers



≈ 350

Credentialed Interpreters  
(certified and registered)



43

Languages



185

Spanish Interpreters

## Sign Language Interpreter Numbers



≈ 19

SC:L in WA



304

SC:L in US

# Credentialing Process For Spoken Languages



## Multiple Choice Exam with 135 Questions

### 3 Sections:

- General English Vocabulary
- Court Related Terms
- Ethics

**Available year-round at testing centers across Washington**

**Passing score: 80%**

**Cost: \$91**





**Introduction to Washington State Court System and Legal Terms**

**Modes of Interpreting Used in Court**

**Interpreting Practice Resources**



## **Certified Languages**

**Bilingual Interpreting Exam**

**Tests abilities in**

- **Sight-Translation**
- **Consecutive Interpreting**
- **Simultaneous Interpreting**

**Passing Score: 70% in each section**

**Typically held once a year in the fall. May be adding session in spring**

**Cost: \$300**



## Registered Languages

**Oral Proficiency Interviews for English and non-English Language**

**Can be proctored remotely.**

**About \$180**



**Code of Professional Responsibility For Judiciary Interpreters**

**Courtroom Protocol and Basics of Working in Courtroom**

**Two times per year either online or in person usually in Seattle**

**Open to interpreters not becoming credentialed**

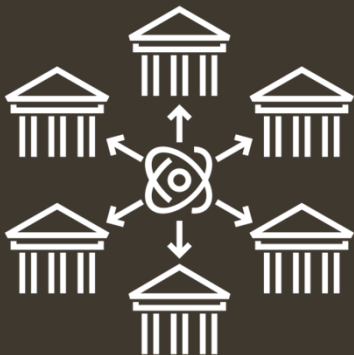


**Continuing Education Requirements**

**Independent Contractors**

**Reciprocity**

## Courts Decentralized



### **COURTS INDEPENDENT IN PROVIDING LANGUAGE ACCESS SERVICES:**

- SCHEDULING INTERPRETERS**
- LOCAL TRANSLATIONS**
- LANGUAGE ACCESS PLANS**
- POLICIES**
- FUNDING**

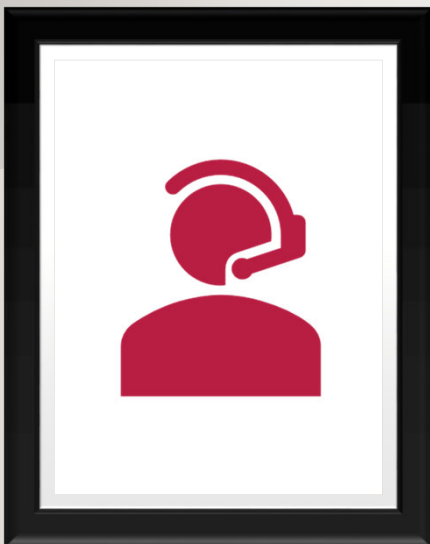


## DONNA WALKER – SIGN LANGUAGE INTERPRETER

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- Certified ASL Interpreter
- SC:L, NIC-A, CI, CT
- Interpreters and Language Access Commission representative
- Freelance

Created by Luisa Gracia Camón, June 2023



## LUISA GRACIA– SPOKEN LANGUAGE INTERPRETER

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- Washington State Court Interpreter – Spanish
- Sworn Interpreter – Ministry of Foreign Affairs - Spain
- Former Interpreters and Language Access Commission representative
- Manager of the Interpreter Services office at Seattle Municipal Court

Created by Luisa Gracia Camón, June 2023

**Translators**  
We translate written text.

books      contracts      websites

**Interpreters**  
We interpret spoken or sign language.

medical appointments      court proceedings      conferences

Created by Luisa Gracia Camón, June 2023

*ata*  
American Translators Association

HOW COURT INTERPRETING IS SIMILAR TO...  
MEDICAL / EDUCATIONAL / PROFESSIONAL

- Language skills
- Knowledge of the field of expertise
- Specific terms and general vocabulary
- Ethics
- Interpreting skills

Created by Luisa Gracia Camón, June 2023

## BUILDING CONFIDENCE TO WORK IN THE COURTROOM

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- Exposure to court process
- Familiarity with fields terminology
- Visit the court
- Apply your life experience
- Practice interpreting modes
- Resources

Created by Luisa Gracia Camón, June 2023

## INTERPRETING MODES

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SIMULTANEOUS



CONSECUTIVE



SIGHT  
TRANSLATION

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## HOW DO WE WORK?

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- IN PERSON



- REMOTE



Created by Luisa Gracia Camón, June 2023

## HOW DO WE WORK?

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- Solo



- Team interpreting



Created by Luisa Gracia Camón, June 2023

# ETHICS

**CR 11.2  
CODE OF PROFESSIONAL RESPONSIBILITY FOR  
JUDICIARY INTERPRETERS**

**(a) Preamble.** As officers of the court, interpreters must maintain high standards of professional conduct that promote public trust and confidence in the administration of justice. The purpose of this code is to establish standards of conduct that interpreters must abide by in order to preserve the integrity and independence of the judicial system. It establishes core ethical principles of interpreter conduct in all aspects of their profession.

**(b) Scope.** The text of each rule is authoritative, while the comments provide important guidance in understanding the rules.

**(c) Applicability.** All interpreters serving in the judicial system must abide by this Code of Professional Responsibility.

**(d) Compliance.** Interpreters who violate the provisions of this code are subject to disciplinary action and/or any other sanctions that may be imposed by law.

**(e) Definitions.**

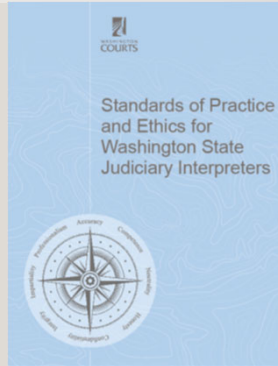
- (1) **Source language** – the original language of the writer or speaker.
- (2) **Target language** – the language of the receiving reader or listener.
- (3) **Register** – the degree of formality of language.
- (4) **Sight translation** – the rendering of a written document directly into a spoken or signed language, not for purposes of producing a written document.

**(f) Canons.**

- (1) **Accuracy.** Interpreters must reproduce in the target language the closest natural equivalent of the source language message without altering it by means of addition, omission, or explanation.

Comment

(1)[] Interpreters are obligated to convey every element of information contained in the source and target language. In doing so, they fulfill a twofold duty: (1) to ensure that legal proceedings reflect in English precisely what is said or signed by limited English proficient individuals and (2) to place limited English proficient individuals on an equal linguistic footing with those who are fully proficient in English.

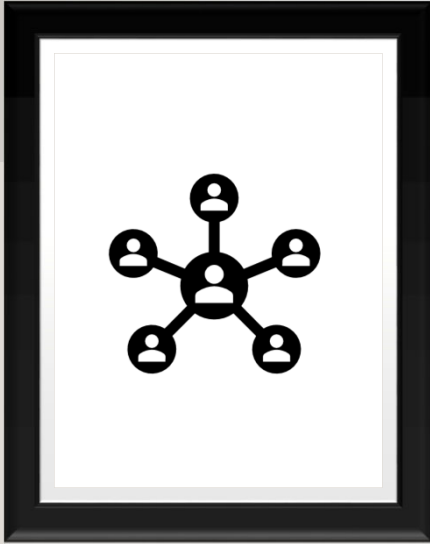


Created by Luisa Gracia Camón, June 2023

# BREAK-OUT ROOMS

Created by Luisa Gracia Camón, June 2023





## BREAK-OUT ROOM LEADS

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Iratxe Cardwell

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Luisa Gracia

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Diana Noman

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Tae Yoon

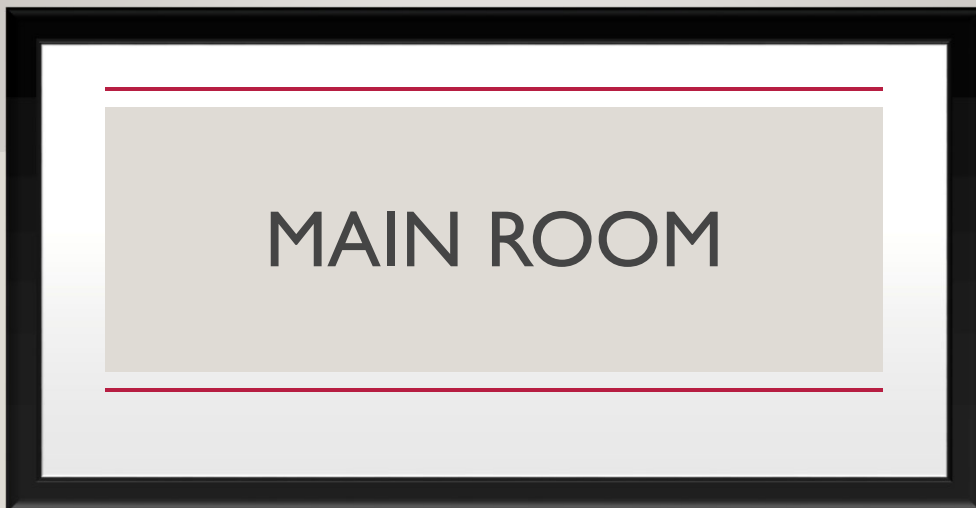
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Donna Walker

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James Wells

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# WHAT'S NEXT?

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VISIT THE COURT

ASSESS YOURSELF

USE FOLLOW UP RESOURCES

BEGIN CREDENTIALING PROCESS



# LANGUAGE ACCESS MATERIALS UPDATE



## I-Speak Booklet

Tool to help court staff identify the languages the court user needs an interpreter for.

- Over 70 Languages Included
- Key Update:
  - ❖ 5 Language Added
    - Chuukese
    - Farsi
    - Marshallese
    - Oromo
    - Samoan
- [https://www.courts.wa.gov/programs\\_orgs/pos\\_interpret/](https://www.courts.wa.gov/programs_orgs/pos_interpret/)

The screenshot shows the Washington State Courts website. The main heading is "Washington State Court Interpreter Program". There is a search bar at the top right. Below the heading, there are sections for "Updates and Announcements" and "Search for Interpreters". The "Search for Interpreters" section includes a form with fields for Language, Last Name, County, City, and Zip Code, and a checkbox for "Telephonic Services". There are also links for "Court Interpreters Sign In" and "Languages with Certified or Registered Interpreters".



## Multilingual Poster

Advising court users of their right to an interpreter for court proceedings and services.

- Translated in 24 Languages
- Key Updates:
  - ❖ Updated Prompt

*You have the right to a court-appointed interpreter at no cost to you for court proceedings and services. You can request an interpreter at the customer service counter. Please use the I-Speak card available at the customer service counter to indicate your language, or you can scan the QR code image below to access the I-Speak card.*
  - ❖ 8 Languages added
    - Amharic
    - Chuukese
    - Farsi
    - French
    - Mam
    - Marshallese
    - Portuguese
    - Swahili
  - ❖ QR Code Included for Easy Accessibility



# Your Right to an Interpreter



You have the right to a court-appointed interpreter at no cost to you for court proceedings and services. You can request an interpreter at the customer service counter.

Please use the I-Speak card available at the customer service counter to indicate your language, or you can scan the QR code image below to access the I-Speak card.

## Amharic

ለፍርድ ቤት ሂደቶች እና አገልግሎቶች ያለምንም ክፍያ በፍርድ ቤት የተሾመ አስተርጓሚ የማግኘት መብት አልቆላም። አስተርጓሚ በደንበኞች አገልግሎት ማስተናገጃ ጠረጴዛ ላይ መጠየቅ ይችላሉ።

አባቱን ቋንቋዎን ለማመልከት በደንበኞች አገልግሎት ማስተናገጃ ጠረጴዛ ላይ ያለውን እኔ እምናገረው (I-Speak) ካርድ ይጠቀሙ ወይም እኔ እምናገረው (I-Speak) ካርዱን ለማግኘት ከታች ያለውን የQR ኮድ ምስል መቆጣጠር ይችላሉ።

## Arabic

بحق لك الحصول على مترجم شفوي تعينه المحكمة دون تكبدك أية تكلفة مقابل إجراءات وخدمات المحكمة. كما يمكنك طلب مترجم شفوي في نافذة خدمة العملاء.

المتوفرة في I-Speak يرجى استخدام بطاقة نافذة خدمة العملاء للإشارة إلى لغتك، أو يمكنك مسح صورة رمز الاستجابة السريعة أدناه I-Speak للوصول إلى بطاقة.

## Bosnian/Croatian/Serbian

Imate pravo na besplatnog prevoditelja kojeg će vam osigurati sud za sve usluge suda i i sudske postupke. Uslugu prevoditelja možete tražiti na šalteru službe za korisnike. Molimo vas da koristite I-Speak kartu koja se nalazi na šalteru službe za korisnike te pokažete jezik koji govorite, ili možete skenirati QR kod koji se nalazi na dnu i tako pristupiti I-Speak karti.

## Chukese

Mi or omw puwung an epwe or chon chiaku mi kaor seni peekin kapung an epwe anisuk non angangen om kapung ese pwan kame. En mi tongeni waanong om tingor ren ewe kaunterin peekin aninnis ika customer service ika ke mochen epwe wor aninnisin chiaku.

Kose mochen kopwe neunewe ena kart, ena I-Speak card ina mi wor ren ena counter-in peekin aninnis ika customer service om kopwe affata fosun menni fenu ke niit aninnis non, ika en mi pwan tongeni scan-nini ena QR code mi pwa fan ena kart om kopwe tongeni neunewe ena I-Speak card.

## Farsi

ن حق را دارید که یک مترجم شفاهی منتصب دادگاه و بدون هزینه برای دادرسی و خدمات دادگاه داشته باشید. می‌توانید از پیشخوان خدمات مشتریان یک مترجم شفاهی درخواست کنید.

لطفاً از کارت I-Speak موجود در پیشخوان خدمات مشتریان برای بیان زبان خود استفاده کنید یا QR کد زیر را برای دسترسی به کارت I-Speak اسکن کنید.

## French

Vous avez droit à un interprète commis d'office sans frais pour les procédures et les services judiciaires. Vous pouvez demander un interprète au comptoir du service clientèle.

Veillez utiliser la carte « I-Speak » que vous trouverez au comptoir du service clientèle pour indiquer votre langue. Vous pouvez également scanner l'image du code QR ci-dessous pour accéder à la carte I-Speak.

## Hmong

Koj muaj cai kom tsev hais plaub muab ib tug neeg txhais lus rau koj rooj plaub thiab kev pab uas koj tsis tau them nyiaj. Koj mus thov ib tug neeg txhais lus ntawm lub rooj txais tos neeg tuaj.

Thov siv daim I-Speak ntawv nyob ntawm lub rooj txais tos neeg tuaj qhia seb koj hais hom lus twg, lossis siv koj lub xovtooj los yeas tus QR code nyob hauv qab mus muab daim ntawv I-Speak.

## Khmer/Cambodian

អ្នកមានសិទ្ធិទទួលបានសេវាកម្មអ្នកបកប្រែភាសាស្រីលាវដោយឥតគិតថ្លៃសម្រាប់ការប្រើប្រាស់សេវា និងសេវាកម្មរបស់តុលាការផងដែរ។

អ្នកអាចស្នើសុំអ្នកបកប្រែនៅកន្លែងទទួលអតិថិជន។ សូមអ្នកប្រើកាត I-Speak ដែលមាននៅកន្លែងទទួលអតិថិជនដើម្បីបង្ហាញភាសារបស់អ្នកឬអ្នកអាចស្រុះប្រាកដ QR ខាងក្រោមដើម្បីចូលប្រើកាត ឌីជីថលភាសា(I-Speak)។

## Korean

귀하는 법원에서 진행되는 절차 및 서비스를 위해 비용 부담 없이 법원 지정 통역사를 제공 받을 권리가 있습니다. 고객 서비스 창구에서 통역사를 요청하실 수 있습니다.

고객 서비스 창구에 비치된 I-Speak 카드를 사용하여 귀하의 언어를 가르켜 주십시오. 또는 아래의 QR 코드를 스캔하여 I-Speak 카드를 사용할 수 있습니다.

## Laotian

ທ່ານມີສິດໃນການມີນາຍພາສາທີ່ສາມຈັດໃຫ້ໃນຄັ້ງທຳອິດບໍ່ຮ້າງຄ່າ ເພື່ອມາແບບໃຫ້ທ່ານໃນການດຳເນີນຄະດີຕໍ່ສານສາມາດແນະນຳການຮັບບໍລິການຂອງສານ. ທ່ານສາມາດຕິດຕໍ່ພະແນກບໍລິການລູກຄ້າຂອງສານເພື່ອຂໍບໍລິການຈາກນາຍພາສາ.

ພະແນກບໍລິການລູກຄ້າຂອງສານຈະມີ I-Speak card (ບັດຊີ້ນຳພາ “ຂ້ອຍເວົ້າພາສາ \_\_\_\_\_”). ກະລຸນາສູ້ໃສ່ I-Speak card ບ່ອນທີ່ມີຄຳວ່າ “ຂ້ອຍເວົ້າພາສາລາວ” ເພື່ອໃຫ້ເຈົ້າໜ້າທີ່ຮູ້ຈັກພາສາທີ່ທ່ານຕ້ອງການ. ຫຼື ທ່ານສາມາດສະແດງສະເຫຼ່ຍ QR code ຢູ່ລຸ່ມເພື່ອໃຫ້ I-Speak card ປາກົດເທິງໜ້າຈໍໂທລະສັບມືຖືຂອງທ່ານໄດ້.

## Mam

At teya toklen tu'n tmojin jun xjal meltz'il yoi toj tyola tuk'eya q'o'n tu'n jakawb'il, nti' pwaq nxi' te chojb'ilte tu'ne, te b'inchil te aq'untl ex nik'ul u'j twutz kawb'il. Ja'ku txi' tqanine jun xjal meltz'il yoi te mojl teya toj temb'il te aq'b'il tqanil kye xjal.

B'inchina xtalb'il, tz'ajb'en u'j tu'ne tok tb'i te I-Speak q'o'nk'oj toj temb'il te aq'b'il tqanil kye xjal tu'n txi' tq'uma'ne tyole, moqa ja'ku tz'okxa ka'yil tqanil toj paqanil tu'n tkub' tq'o'ne tyolb'ila tib'aj QR tkub' kub'l tu'n toksina tij' u'j tok tb'i te I-speak.

## Marshallese

Ewor am maroñ bwe court eo en lewōj juon ri ukok ñan jipañ eok ilo court, im enaaj ejjelok oñean ñan kwe. Kwō maroñ etal ñan jikin eo an customer service im kajitōk bwe ren lewōj juon ri ukok.

Jouj im kajerbal I-Speak card eo me ej pād ilo jikin customer service bwe kwōn kwaļok kajin ne am, ak kwō maroñ in scane pija eo an QR code ilal bwe en wor juon am I-Speak card.

## Oromo

Adeemsa mana murtii fi tajaajilaaf baasii tokko malee turjumaana mana murtiin muudame argachuuf mirga qabda. Foddaa tajaajila maamiltootaa irratti nama afaan hiiku gaafachuu dandeessu.

Maaloo afaan keessan agarsiisuuf kaardii I-Speak kan Foddaa tajaajila maamiltootaa irratti argamu fayyadamaa, ykn kaardii I-Speak argachuuf suuraa koodii QR armaan gadii iskaan gochuu dandeessu.

## Portuguese

Você tem direito a um intérprete nomeado pelo tribunal, sem nenhum custo para você, para procedimentos e serviços judiciais. Você pode solicitar um intérprete no balcão de atendimento ao cliente.

Use o cartão I-Speak disponível no balcão de atendimento ao cliente para indicar seu idioma ou escaneie a imagem do código QR abaixo para acessar o cartão I-Speak.

## Punjabi

ਤੁਹਾਨੂੰ ਅਦਾਲਤੀ ਕਾਰਵਾਈਆਂ ਅਤੇ ਸੇਵਾਵਾਂ ਲਈ ਬਿਨਾਂ ਕਿਸੇ ਕੀਮਤ ਦੇ ਅਦਾਲਤ ਦੁਆਰਾ ਨਿਯੁਕਤ ਕੀਤੇ ਦੁਬਾਸ਼ੀਏ ਦਾ ਅਧਿਕਾਰ ਹੈ। ਤੁਸੀਂ ਗਾਰਕ ਸੇਵਾ ਕਾਰਟੂਟਰ 'ਤੇ ਦੁਬਾਸ਼ੀਏ ਲਈ ਬੇਨਤੀ ਕਰ ਸਕਦੇ ਹੋ।

ਕਿਰਪਾ ਕਰਕੇ ਆਪਣੀ ਭਾਸ਼ਾ ਦਰਸਾਉਣ ਲਈ ਗਾਰਕ ਸੇਵਾ ਕਾਰਟੂਟਰ 'ਤੇ ਉਪਲਬਧ ਆਈ-ਸਪੀਕ ਕਾਰਡ ਦੀ ਵਰਤੋਂ ਕਰੋ, ਜਾਂ ਤੁਸੀਂ ਆਈ-ਸਪੀਕ ਕਾਰਡ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਲਈ ਹੇਠਾਂ ਦਿੱਤੇ QR ਕੋਡ ਚਿੱਤਰ ਨੂੰ ਸਕੈਨ ਕਰ ਸਕਦੇ ਹੋ।

## Russian

В ходе судебного разбирательства по Вашему делу и Ваших контактов с досудебными службами Вы имеете право на получение бесплатных услуг переводчика, назначенного судом. Вы можете попросить о назначении переводчика у стойки отдела по обслуживанию посетителей.

Пожалуйста, используйте карту I-Speak, имеющуюся в наличии в отделе по обслуживанию посетителей, чтобы указать нужный Вам язык, или же Вы можете отсканировать приведенный ниже QR-код, чтобы получить доступ к карте I-Speak.

## Samoan

E iai lou aia mo se tagata faamatalaupu e faatonu ele Ofisa o Faamasinoga mo ni fesoasoani i au mataupu, ae leai se tupe e tofogi e oe. E mafai ona e talosaga mo se faamatala upu ile lalaula ole Customer Services.

Faamolemole faaoga le I-Speak Card e maua ile Customer Service o loo taua mai ai lau gagana, pe mafai foi ona e pu'e pe scan le QR Code i lalo e sue ai le I-Speak Card.

## Simplified Chinese

您有权免费获得法院指定的口译员进行法院诉讼程序和服务。您可以在客户服务柜台申请口译员。

请使用客户服务柜台提供的I-Speak卡片注明您的语言，或者您可以扫描下方二维码获取I-Speak卡片。

## Somali

Waxaad xaq u leedahay turjumaan maxkamad qabatay oo qarash la'aan kuu ah oo loogu talagalay dhegeysiyada maxkamadda iyo adeegyada. waxaad turjumaan ka codsan kartaa miiska adeegga macaamiisha.

Fadlan isticmaal kaadhka Waxaan Ku Hadlaa ee diyaar ku ah miiska adeegga macaamiisha si aad u muujisid luuqaddaada, ama waxaad iskaan-gareyn kartaa sawirka koodhka QR ee hoose si aad u heshid kaadhka Waxaan Ku Hadlaa.

## Spanish

Usted tiene derecho a un intérprete designado por el tribunal sin costo alguno para usted para los procedimientos y servicios del tribunal. Puede solicitar un intérprete en el mostrador de atención al cliente.

Por favor utilice la tarjeta "Yo hablo" disponible en el mostrador de servicio al cliente para indicar su idioma. O también puede escanear la imagen del código QR a continuación para acceder a la tarjeta "Yo hablo."

## Swahili

Una haki ya kupata mkalimani aliyeteuliwa na mahakama bila harama kwako kwa ajili ya kesi na huduma mahakamani. Unaweza weka ombi la mkalimani kwa kaunta ya huduma kwa wateja.

Tafadhali tumia kadi ya I-Speak iliyopo kwa kaunta ya huduma kwa wateja ili kuonyesha lugha yako, au unaweza kuskani picha ya msimbo wa QR hapa chini ili kufikia kadi ya I-Speak.

## Tagalog

May karapatan kayo para sa isang itinakda ng hukoman na tagapag-salin na wala kayong gagastusin para sa mga palakad at mga serbisyo. Maaari kayong humiling ng tagapag-salin sa tanggapan ng serbisyo para sa mamimili.

Mangyaring gamitin ang I-Speak card na makukuha sa tanggapan ng nagsisilbi sa mga mamimili upang masabi ang inyong wika, o maaari ninyong I-scan ang imahe sa ibaba ng QR code upang ma-akseso ang I-Speak na card.

## Traditional Chinese

您有權因法庭訴訟程序及服務而獲得法庭指派的免費口譯人員。您可於客服櫃台申請口譯人員。

請使用客服櫃台提供的 I-Speak 卡來指名您的語言，或者您可掃描底下的二維條碼圖片來存取 I-Speak 卡。

## Vietnamese

Bạn có quyền xin một thông dịch viên do tòa chỉ định miễn phí qua các phiên tòa và dịch vụ. Bạn có thể xin cung cấp một thông dịch viên tại bàn dịch vụ khách hàng.

Xin sử dụng thẻ *Tôi Nói Tiếng Việt* có sẵn tại bàn dịch vụ khách hàng có ghi ngôn ngữ của bạn, hoặc bạn có thể rà hình ảnh mặt mã QR code dưới đây để nhận thẻ *Tôi Nói Tiếng Việt*.



SCAN





## Overview

- State funding program
- Decentralized court system – local funding
- Reimbursement for interpreter services and language access related expenditures
- Intended to improve language access in courts in accordance with RCW Chapters 2.42 and 2.43

WASHINGTON COURTS 2

## History of LAIRP

- 2008 Establishment of the program
  - 45 court participants
- 2019 Expansion of the program
  - Interpreter Services Funding Task Force
- Continued growth and expansion
  - 115 courts in FY24

WASHINGTON COURTS 3

## Funding and Distribution

- AOC allocates funds to each participating court every fiscal year
- Contract amount based on:
  - Previous LAIRP invoices for existing participants
  - Relevant data points (Total population, % of LEP population, Caseloads) for new participants
- Revenue sharing

WASHINGTON COURTS 4

## Program Requirements

- Execute Interagency Agreement
- Implement, maintain, and submit updated Language Access Plan
- Submit A-19 invoices via the LAIRP application

WASHINGTON COURTS 5

## Reimbursement Process

- Enter Interpreter Services Data into Application
- Submit A-19 invoices
  - Quarterly Due Dates
- Data and A-19 invoices reviewed by AOC
- AOC approved invoice processed

WASHINGTON COURTS 6

## Reimbursement Categories

- Interpreter Service Events
- Staff Interpreter
- Goods and Services

## Reimbursement By Category - Interpreter Services

- Interpreter services provided by contracted interpreters
  - Interpreter and Language Information
  - Case Information
  - Compensation Information
- 50% reimbursement for *qualifying interpreting events*

## Reimbursement By Category - Staff Interpreter

- Interpreter services provided by court employees who typically receive salary and benefits
- 50% reimbursement for *qualifying staff interpreter*

## Reimbursement By Category - Goods and Services

- Goods and services that will help increase language access in courts
  - Interpreter scheduling software fee
  - Translation services
  - Equipment
  - Language access signage
- 100% reimbursement
- Recommend to contact AOC for pre-approval

## Qualifying Interpreter Events

- Credentialed Languages
  - Certified and Registered Languages
  - Only events using an AOC credentialed interpreter who is credentialed in that language
- Non-credentialed Languages
  - Events using qualified interpreters

**! Regardless of the qualifying status, all language access events should be entered in the application**

## FY23 Recap

- 106 Participants
- Total amount claimed \$2.9 million
- Total amount reimbursed \$2.6 million
- 10% denied claims

### FY24 Updates

- 115 Participating Courts – 113 contracts
  - 100 returning courts
  - 15 new courts
- \$3.87 million total funding
- LAIRP Application ready by 9/11/2023
  - Improved Accessibility: sort events by category
  - Approved A19 Invoices: viewable online
  - Report generating feature: data analysis / identify denied entries



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### LAIRP Incentives for Courts

- Cost saving
- Increased language access
- Higher quality of interpreter services
- Regular tracking of data
- Identify language needs, costs, and trends



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### LAIRP Data Analysis

- Analyze interpreter services by
  - Courts/Counties/Regions
  - Languages
  - Modality of interpreting
  - Case type
- Interpreter compensation
- Non-credentialed interpreter information



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### Interpreter Compensation Study

- Address challenges in providing language access in WA Courts
- Comprehensive analysis of interpreter services and compensation structure
- Recommend fair and equitable pay scale
- Propose targeted recruitment strategies



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**Tae Yoon**

[tae.yoon@courts.wa.gov](mailto:tae.yoon@courts.wa.gov)

**Interpreter Reimbursement Program**

[InterpreterReimbursement@courts.wa.gov](mailto:InterpreterReimbursement@courts.wa.gov)



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# Committee Reports





**Interpreter Commission  
Issues Committee Meeting  
June 6, 2023**

Zoom Videoconference  
12:00 PM – 1:00 PM

**Meeting Minutes**

**Participants:** Robert Lichtenberg, Kristi Cruz, Ashley Callan, James Wells, Tae Yoon, John Pelcher, Kelly Vomacka, Anita Ahumada, Karen Atwood, Iratxe Cardwell, Diana Noman. John Pelcher and Karen Atwood were observing the meeting in advance of committee appointments.

Kristi Cruz will be chairing the meeting in the absence of Judge Oaks

**Previous Meeting Minutes**

- Kelly Vomacka moves to approve the minutes from the May 2<sup>nd</sup>, 2023 meeting, Anita Ahumada seconds and the motion passes unanimously.

**Tiering system**

James gives an overview of the current credentialing system for spoken language court interpreters and presents different tiering options and subcategories based on language, demand, and exam availability. Given the complexity of the issue, forming a subcommittee work group to review the issue is proposed.

- Bob discusses tiering options for different court settings based on types of hearing.
- Kelly recommended forming a workgroup but raises concerns with the tiering system, highlighting potential risks, such as the reduction of qualifications, added complexities to the credentialing system, and other unforeseen issues that could compromise the equity of the LEP population. Instead, Kelly suggests a professional development path to provide incentives to both interpreters and courts.
- Anita shares concerns about certain courts giving preference to non-certified interpreters, particularly for the Spanish language.
- Iratxe voices concerns about possible problems with a tiering system and emphasizes the need to maintain qualification standards. There are many factors attributing to the supply and demand disparity of interpreters, and it is important to bring perspectives of current credentialed interpreters into the workgroup. Iratxe also highlights the importance of professional development, quality control, and retesting of skills.
- Diana mentions an ad hoc workgroup had been previously formed to address issues with non-credentialed languages and offers to share insights based on

previous recommendations. Diana points out differences in skills set and court related knowledge of interpreters based on language demand. Additional layers to the already complicated credentialing system could create more confusion.

- Kristi points out NCSC's role in providing court interpreter exams and suggests considering credential preservation for languages with changed exam availability.
- Bob talks about the importance of identifying what the problem is and finding a short-term solution. Tiering system could be implemented in specific languages, as an interim solution to the current challenges.
- **MOTION:** Kelly Vomacka made a Motion to formalize a workgroup to make a recommendation to the issues committee on the tiering system. Diana Noman seconded the motion.
  - Kelly, Diana, and Iratxe express interest in participating in the workgroup.
  - Kristi will consult with Judge Oaks regarding expanding the workgroup to include diverse perspectives from different stakeholders.

## Written Exam Expiration Policy

James provides an overview of the current written exam expiration policy and its intent. The current policy has a 6-year expiration window, expanded from 3 years in about 2018. The purpose is to keep individuals engaged with the credentialing process and limit exposure to the exam content.

- One of the previously proposed options was basing the expiration date on the most recent oral exam attempt, but concerns were raised about perpetually extending the expiration date with this approach.
- Ashley suggests keeping the 6-year expiration but providing extensions upon request to eliminate unnecessary barriers.
- Diana questions the necessity of a written exam expiration, which poses as an additional burden for potential interpreters.
- Bob mentions that having an expiration on the written exam may be redundant since English proficiency is tested on the sight interpreting part of the oral exam.
- Kristi narrows down the options to two choices as presented: removing the time limit entirely or tying it to another factor. There may be other options to consider. It would be useful to gather data to support the decision, such as how many people have had to restart the process because their written exam lapsed? Are people coming back six plus years later and trying to take the oral exam? Back to the question of what problem are we trying to solve with removing the now 6 year time expiration policy for the written exam.
- The discussion on the topic will continue at the next meeting. Any further comments or questions should be directed to James in the meantime.

**1 PM Meeting Adjourned.**

**COMMISSION MEMBERS**

**Honorable J. Michael Diaz, Chair**  
WA Court of Appeals, Division One

**Honorable G. Helen Whitener**  
Appellate Court Representative

**Honorable Edirin Okoloko**  
Superior Court Judges Representative

**Honorable Lloyd Oaks**  
District and Municipal Court  
Judges Representative

**Ashley Callan**  
Superior Court  
Administrators Representative

**Vacant**  
District and Municipal Court  
Administrators Representative

**Jeanne Englert**  
Administrative Office of the Courts  
Representative

**Iratxe Cardwell**  
Interpreter Representative

**Diana Noman**  
Interpreter Representative

**Donna Walker**  
American Sign Language  
Interpreter Representative

**Kristi Cruz**  
Attorney Representative

**Michelle Hunsinger de Enciso**  
Public Member Representative

**Florence Adeyemi**  
Public Member Representative

**Kelly Vomacka**  
Public Defender Representative

**Anita Ahumada**  
Community Member Representative

**Naoko Inoue Shatz**  
Ethnic Organization Representative

**Laura Friend**  
Language Translation Representative

**Karen Atwood**  
Deaf Community Representative

**John Plecher**  
Certified Deaf Interpreter  
Representative

Chelan County District Court  
350 Orondo Ave.  
4<sup>th</sup> Floor  
Wenatchee, WA 98801  
Via Email: [DistrictCourt.clerk@co.chelan.wa.us](mailto:DistrictCourt.clerk@co.chelan.wa.us)

To Whom It May Concern:

The Interpreter and Language Access Commission provides herein the following language for and comment on the proposed rule LCrLJ 6.15(2) under consideration by Chelan County District Court. The Commission recommends that the proposed rule contain the following language in its entirety:

*Parties to any case set for trial should make reasonable efforts to inform the court that an interpreter will be needed for the trial. Parties should make reasonable efforts to provide this information at least two business days before the start of the trial. The court recognizes its inherent responsibility to provide interpreters. This rule does not require a party to disclose the necessity of an interpreter if doing so would prejudice the party’s presentation of its case.*

The proposed rule related to giving the court at least two days notice of the need for an interpreter could be used as grounds for not enabling a litigant to be able to present their case and is not in the spirit of RCW 2.42 and RCW 2.43, which in plain language require that the court make available an interpreter upon request, if so available. The timing of the request for an interpreter is nowhere addressed in statute and the intent of the provisions of those two statues is that interpreters will be secured by the court.

Thank you for your careful consideration of the language of the Commission’s proposed rule as stated above.

Sincerely,



Lloyd Oaks  
Judge, Pierce County District Court  
Chair, Issues Committee  
Supreme Court Interpreter and Language Access Commission

CC: Judge Michael Diaz  
Kelley Amburgey-Richardson, Commissions Manager, AOC  
James Wells, Court Program Analyst, AOC



**Interpreter Commission  
Issues Committee Meeting  
August 29, 2023**

Zoom Videoconference  
12:00 PM – 1:00 PM

**Meeting Minutes**

**Participants:** Ashley Callan, Anita Ahumada, Iratxe Cardwell, Kelly Vomacka, Kristi Cruz, Judge Oaks, Judge Rogers, Naoko Shatz, Kelley Amburgey-Richardson, James Wells, Tae Yoon, John Pelcher was observing the meeting in advance of committee appointment.

An Emergency meeting was convened to review the proposal to amend GR 11.3 as request by the Board of Judicial Administration Remote Proceedings Task Force. Judge Rogers introduced the proposal that addresses remote interpreting, and requested feedback and comments regarding the amended language from the committee members. The input from the issues committee will be brought to the next BJA meeting on September 11<sup>th</sup>, before the final proposal is submitted to the Supreme Court.

- Kelly, who is the public defense representative, requested additional time to consult with the public defense bar association to consolidate a variety of opinions, and suggested to reconvene in a couple of weeks if time permits.
- Iratxe mentioned that it is important to incorporate different perspectives from various parties involved, such as judges, defense attorneys, and interpreters. She also emphasized the need for training regarding the due process and procedures that come with remote interpreting.
- Judge Rogers raised concerns about technology, training, and financial resources. There are additional aspects and limitations to remote interpreting that extend beyond technological factors.
- Kristi informed that the existing rule is the revised rule based on the previous proposal put forth by the issues committee. While the current rule permits remote interpreting under appropriate circumstances, factors that relate to good cause may need to be established and in more detail. She highlighted subsection (i) of the GR11.3, emphasizing the requirement for well-established systems to safeguard the rights of the EP individuals using various remote platforms.
- Judge Oaks mentioned that Tacoma Municipal Court and Pierce County District Court are undergoing a pilot program project with the Court Management System, which could potentially have a tangential impact that can be tied in with current remote interpreting platforms.

Naoko commented that while remote interpreting may slow the process down, she observed that the interpretation has been more accurate in many instances. She also inquired whether the interpreted language needs to be included in the record for remote hearings; Judge Rogers clarified that only the English version needs to be captured and the interpretation is not required to be part of the record.

Judge Rogers recommended consolidating a wish list of technologies that could help facilitate remote interpreting in courts, especially from counties with limited resources. He also reiterated the importance of training judges on how to use the simultaneous functions for remote interpreting.

Iratxe suggested to add “hear” to the underlined section of the amended language; and shall inquire on the record to ensure the ability of the interpreter and the person utilizing the services of the interpreter to clearly communicate with each other: add to communicate and “hear” each other

Kelly pointed out that there are challenges with remote interpreting beyond technology. For example, time management and requesting for breakout rooms that may potentially disrupt the flow of the proceeding remains a concern. Until processes for non-evidentiary hearings are streamlined and effectively implemented, we need to approach the process for evidentiary hearing with much more consideration.

Judge Oaks motioned to reconvene on September 5<sup>th</sup> at noon to finalize the committee’s stance on the GR11.3 proposal before the full Commission meeting on September 8<sup>th</sup>. Motion approved. Members were advised to communicate and send feedback before the meeting.

**12:57pm Meeting adjourned.**

## REMOTE INTERPRETATION

**(a)** Interpreters may be appointed to provide interpretation via audio remote means only or audiovisual communication platforms for nonevidentiary all non-criminal proceedings and those criminal proceedings in which good cause is shown. ~~For evidentiary proceedings, the interpreter shall appear in person unless the court makes a good cause finding that an in-person interpreter is not practicable.~~ The court shall make a preliminary determination on the record, on the basis of the testimony of the person utilizing the interpreter services, and shall inquire on the record to ensure the ability of the interpreter and the person utilizing the services of the interpreter to clearly communicate with each other. ~~of the person's ability to participate via remote interpretation services.~~

**(b)** Chapters 2.42 and 2.43 RCW and GR 11.2 must be followed regarding the interpreter's qualifications and Code of Professional Responsibility for Judiciary Interpreters.

**(c)** In all remote interpreting court events, both the LEP individual and the interpreter must have clear audio of all participants throughout the hearing. In video remote court events, the person with hearing loss and the interpreter must also have a clear video image of all the participants throughout the hearing.

**(d)** If the telephonic or video technology does not allow simultaneous interpreting, the hearing shall be conducted to allow consecutive interpretation of all statements.

**(e)** The court must provide a means for confidential attorney-client communications during hearings, and allow for these communications to be interpreted confidentially.

**(f)** To ensure accuracy of the record, where practicable, courts should provide relevant case information and documents to the interpreter, in advance of the hearing, including but not limited to:

**(i)** Copies of documents furnished to other participants such as complaints, guilty pleas, briefs, jury instructions, infraction tickets, police reports, etc.

**(ii)** Names of all participants such as the parties, judge, attorneys, and witnesses.

**(iii)** If not practicable to provide documents in advance, courts should allow time for the interpreter to review documents or evidence when necessary for accurate interpretation.

**(g)** Written documents, the content of which would normally be interpreted, must be read aloud by a person other than the interpreter to allow for full interpretation of the material by the interpreter.

**(h)** Upon the request of a party, the court may make and maintain a recording of the spoken language interpretations or a video recording of the signed language interpretations made during a hearing. Any recordings permitted by this subparagraph shall be made and maintained in the same manner as other audio or video recordings of court proceedings.

**(i)** When using remote interpreter services in combination with remote legal proceedings, courts should ensure the following: the LEP person or person with hearing loss is able to access the necessary technology to join the proceeding remotely; the remote technology allows for confidential attorney-client communications, or the court provides alternative means for these communications; the remote technology allows for simultaneous interpreting, or the court shall conduct the hearing using consecutive interpretation and take measures to ensure interpretation of all statements; translated instructions on appearing remotely are provided, or alternative access to this information is provided through interpretation services; audio and video feeds are clear; and judges, court staff, attorneys, and interpreters are trained on the use of the remote platform.

Comments:

[1] While remote interpretation is permissible, in-person interpreting services are the primary and preferred way of providing interpreter services for legal proceedings. Because video remote interpreting provides participants interpreters the ability to see and hear all parties, it is more effective than telephonic interpreter services. Allowing remote interpretation for evidentiary hearings will provide flexibility to courts to create greater accessibility. However, in using this mode of delivering interpreter services, where the interpreter is remotely situated, courts must ensure that the remote interpretation is as effective and meaningful as it would be in person and that the LEP (Limited English Proficient) person or person with hearing loss is provided full access to the proceedings.

Interpreting in courts involves more than the communications that occur during a legal proceeding, and courts utilizing remote interpretation should develop measures to address how LEP persons and persons with hearing loss will have access to communications occurring outside the courtroom where the in-person interpreter would have facilitated this communication. Courts should make a preliminary determination on the record regarding the effectiveness of remote interpretation and the ability of the person utilizing the interpreter service to meaningfully participate at each occurrence because circumstances may change over time necessitating an ongoing determination that the remote interpretation is effective and enables the parties to meaningfully participate.

[2] Section (b) reinforces the requirement that interpreters appointed to appear remotely must meet the qualification standards established in chapters 2.42 and 2.43 RCW and they must be familiar with and comply with the Code of Professional Responsibility for Judiciary Interpreters. Courts are discouraged from using telephonic interpreter service providers who cannot meet the qualification standards outlined in chapters 2.42 and 2.43 RCW.

[3] Section (c) discusses the importance of courts using appropriate equipment and technology when providing interpretation services through remote means. Courts should ensure that the technology provides clear audio and video, where applicable, to all participants. Because of the different technology and arrangement within a given court, audio transmissions can be interrupted by background noise or by distance from the sound equipment. This can limit the ability of the interpreter to accurately interpret. Where the LEP person or person with hearing loss is also appearing remotely, as is contemplated in (h), courts should also ensure that the technology allows for full access to all visual and auditory information.

When utilizing remote video interpreting for persons with hearing loss, the following performance standards must be met: real-time, full-motion video and audio over a dedicated high-speed, wide-bandwidth video connection or wireless connection that delivers high-quality video images that do not produce lags, choppy, blurry, or grainy images, or irregular pauses in communication; a sharply delineated image that is large enough to display the face, arms, hands, and fingers of both the interpreter and the person using sign language; and clear, audible transmission of voices.

[4] Section (e) reiterates the importance of the ability of individuals to consult with their attorneys, throughout a legal proceeding. When the interpreter is appearing remotely, courts should develop practices to allow these communications to occur. At times, the court interpreter will interpret communications between an LEP or Deaf litigant and an attorney just before a hearing is starting, during court recesses, and at the conclusion of a hearing. These practices should be supported even when the court is using remote interpreting services.

[5] Section (h). For court interpreting, it is the industry standard to use simultaneous interpreting mode when the LEP or Deaf individual is not an active speaker or signer. The use of consecutive interpreting mode is the industry standard for witness testimony where the witness is themselves LEP or Deaf. This allows for the English interpretation to be on the record. This section also addresses situations where, at the request of a party, the court is to make a recording



of the interpretation throughout the hearing, aside from privileged communications. If the court is not able to meet this requirement, an in-person hearing is more appropriate to allow recording of both the statements made on the record and the interpretation throughout during the hearing. Recordings shall not be made of interpretations during jury discussions and deliberations off the record.

[6] Section (i) contemplates a situation where the legal proceeding is occurring remotely, including the interpretation. In this situation, all or most parties and participants at the hearing are appearing remotely and additional precautions regarding accessibility are warranted. This section highlights some of the additional considerations courts should make when coupling remote interpretation with a remote legal proceeding.

[Adopted effective September 1, 1994; Amended effective September 1, 2005; December 29, 2020; May 3, 2022; November 1, 2022.]



**Interpreter Commission  
Education Committee Meeting  
July 19, 2023**  
Zoom Videoconference  
12:00 PM – 1:00 PM

**Meeting Minutes**

**Present:** James Wells, Tae Yoon, Ashley Callan, Jeanne Englert, Kristi Cruz, Chelle Hunsinger de Enciso, Florence Adeyemi, Iratxe Cardwell, John Pelcher and Karen Atwood were observing the meeting in advance of committee appointments

**Previous Meeting Minutes**

- Kristi Cruz moved to approve the March meeting minutes, Jeanne Englert seconded; the motion passed by majority. Florence Adeyemi abstains from voting.
- Jeanne Englert moved to approve the April meeting minutes, Ashley Callan seconded; the motion passed by majority. Kristi Cruz abstains from voting.

**Notes:**

- On-demand VRI Capability and Training
  - John discussed the feasibility and barriers of implementing on-demand VRI capabilities.
  - Ashley suggested offering how to guides for courts interested in setting up on-demand VRI.
  - Kristi highlighted the available training resources from NCSC on the fundamentals of VRI in courts which the committee can utilize and build upon.
  - John proposed creating an all-in-one guideline covering both spoken languages and multiple languages of ASL.
- Development on Training Modules for the General Court Staff
  - James will be incorporating closed captioning into the training module videos to ensure inclusivity.
  - Ashley shared that the DMCMA has requested training for front line counter staff, and the module will be shared with the DMCMA leadership and the chair of the Education Committee.
  - Tae suggested including information about the LAIRP in the module; Ashley recommended a standalone informative presentation instead.
  - Tae is currently working on scheduling a lunch and learn session with DMCMA for a LAIRP presentation and outreach.
- Interpreter Coordinator Training
  - James suggested providing a recorded training for interpreter coordinators

- Kristi suggested including VRI in interpreter coordinator trainings and pointed out that it will cover two separate sectors; remote interpreting in courtrooms, and on-demand interpreter services for point of contact locations, such as court facilitators, court clerks, and front counter interactions.
- Appointment of Presenters in Judicial College
  - Ashley inquired about the process of appointing presenters/instructors for judicial college.
  - James suggested getting recommendations from the current presenter and interpreters in the Commission.
  - Ashley will reach out the Claudia, the current presenter, for her input and perspectives. Subsequently, Claudia may contact other interpreters for additional feedback.
  - Iratxe shared her willingness to assist in the process.

**Meeting adjourned at 12:45 pm.**

DRAFT



**Interpreter and Language Access Commission  
Translation Committee Meeting  
May 25, 2023**

Zoom Videoconference  
12:00 PM – 1:00 PM

**Meeting Minutes**

**Present:** Laura Friend, Joy Moore, Tom Creekpau, Bob Lichtenberg, Kelly Vomacka, Kelley Amburgey-Richardson, James Wells

**Greetings and Introductions**

- The meeting attendees introduced themselves.
- Other potential members of the committee include Iratxe Cardwell, Diana Noman, Eunyoung Kim, and Jenefer Johnson
- The attendees discussed the format of future meeting agendas and it was agreed the agenda could be placed in the body of the email rather than as an attachment.

**Brainstorming on Project Ideas and Current Challenges**

- Parties may sign away rights without understanding what they are signing.
- There may be a legal liability when courts items are not translated.
- People may not understand the language but there is also another issue around how prevalent legalese is in forms.
- Self-represented litigants have specific needs.
- The family law arena, especially in certain areas, is very important because of the high number of self-represented litigants and power imbalance.
- More intentionality is needed around deciding which languages documents are being translated into.
- Indigenous languages from Central America.
  - Lower numbers compared so some languages but still a major concern.
- Ensuring the quality of translations and proper formatting for ease of use.
- There should be consideration of who makes the translations and their qualifications.
- Training for judges around forms and translations.
- Expanding of policy and guidance such as the existing translation protocol which currently only addresses translation of court forms.
- Translating Zoom hearing information.
- The Committee can be part of proposing court rules.
- AOC facilitating local translations.
  - AOC providing contract templates or example language.
  - Expanded guidance on translations of court forms to make it easier and guidance on items that aren't court forms.
- Getting input from courts and identify their current needs.

- Creating additional criteria that the Pattern Forms Committee and others can use.
- Looking at how the AOC can facilitate courts doing their own translations.
- Looking at when it makes sense for translation to be more centralized.
- Looking at what other organizations, agencies , and court systems in other states who already do a lot of translations and see what we can learn.

### **AOC Pattern Forms Committee**

- The Committee has been using the DES contract for past few years. Using a vendor helps manage the project.
- The Committee doesn't have the authority or the funding to go beyond what the legislature provides.
- Frequency of changes to legislation and/or forms can cause issues of the timeline in getting the forms completed.
- Making forms stay in plain language can be difficult given the timelines that are required and the need to understand what changes are required.
- Projects often come with specific expectations, such as which languages and which forms, need to be translated but they may not reflect the actual needs.
- Having people educate the Legislature could help create better outcomes. Court rules or official guidance on translation may help Legislature with their expectations and help translation become more institutionalized. Could become part of the fiscal notes.

### **Next Meeting**

- June 29 tentatively set for next meeting.



**Interpreter and Language Access Commission  
Translation Committee Meeting  
June 27, 2023**

Zoom Videoconference  
4:00 PM – 5:00 PM

**Meeting Minutes**

**Present:** Laura Friend, Joy Moore, Sandra Arechiga, Carolyn Cole, Luisa Gracia, Iratxe Cardwell, Diana Noman, Tae Yoon, Bob Lichtenberg, James Wells

**Greetings and Introductions**

- The meeting attendees introduced themselves.
- Bob Lichtenberg discussed transitioning to a new role at the AOC.

**Reviewing the Existing Protocol**

- The Committee reviewed the current protocol that was approved by the Interpreter Commission in the past.
- The current protocol discusses court forms specifically.
- Suggestions made related to the protocol:
  - Similar language in the protocol should be included in the DES contract for future use. Their current contract does include all the steps in this protocol. This could make it easier to manage costs and estimate costs.
    - DES has been set up regular meetings for language access related contracts and a separate inter-agency language access workgroup.
  - The Commission could re-formalize the protocol. The protocol was written before the Commission was involved in translation activities.
  - More specific references to where courts can find translators could help courts when doing their own translation.
  - Information could be added regarding languages where the requirements in the protocol cannot be met.
  - The current protocol discusses court forms specifically. Additional information could be added for translating items that may not require the same rigorous process.
  - Find courts that already have translated forms and find a way those forms could be more easily shared.
- The AOC can find way to help facilitate courts in their own translation project.
- AOC does have a glossary. Excel is the format that is used and they are organized by form types.
- Some courts have already translated their forms. Identify forms that courts have

## **Languages**

- List of languages broken down by Census and American Community Survey data.
- We do have some data from the Language Access Reimbursement Data. Not all courts are in the program.
- Literacy is an important issue to consider. Many individuals in language groups may not be able to read the language and alternatives forms of access should be considered.

## **Action Items**

- Once all the data is in for the Reimbursement Program is in, share the data around the top languages and county level information.

## **Next meeting**

- July 25 from 4 to 5.



**Interpreter and Language Access Commission  
Translation Committee Meeting  
July 25, 2023**

Zoom Videoconference  
4:00 PM – 5:00 PM

**Meeting Minutes**

**Present:** Tae Yoon, James Wells, Sandra Arechiga, Laura Friend, Luisa Gracia, Diana Noman, Iratxe Cardwell, Joy Moore, Kelly Vomacka

**Notes:**

- Previous meetings minutes are approved as written.
- Follow up on last meeting's discussion on top languages in Washington. Data validated through LAIRP (Language Access and Reimbursement Program) shows a list of the top languages in terms of interpreter events submitted by all courts participating in LAIRP. court for reimbursement. Luisa suggests considering census data for languages in WA.
- For translation events, LAIRP will be collecting data on what courts are using those funds for as well. So far, courts have used funds to translate ten forms into the top three languages.
- Recommend selecting translation languages off census data and including the resulting list of top languages as a joint effort from all courts. Five top languages: Spanish, Vietnamese, Mandarin, Amharic, Arabic.
- The top 5 languages statewide may not be the same as what local counties see as their own communities' top five languages.
- Discussing broader translation guidelines for materials other than forms such as instructions on the website, content for instructions for how to log onto Zoom meetings, etc. Shared document to work collaboratively on these guidelines? James will set up a Box account through AOC and will invite everyone to participate and edit the documents.
  - James will upload existing documents and guidelines, out-of-state guidelines that the committee has reviewed and a blank slate for creating something new iteratively/ "tearing apart" (building on) existing text.
- A lot of the courts don't have very much translation experience and don't know what to do, where to start or how to do quality control. Many courts are seeking best practices and structure.
- Kelly discusses four different categories of questions to frame conversation going forward: What languages? What content (court forms, non-court forms, etc.)? How do we get it done (protocol, money, ATA guidelines)? How do we provide technical assistance to courts who want to go beyond what we offer?
- Luisa suggests we will need to revisit the data every few years as communities and demographics change over time. There may also be forms that have been translated that will need to be reviewed following professional criteria.



**Next Meeting:**

- August 29 at 4 PM



**Interpreter and Language Access Commission  
Translation Committee Meeting  
August 29, 2023**

Zoom Videoconference  
4:00 PM – 5:00 PM

**Meeting Minutes**

**Present:** Tae Yoon, James Wells, Laura Friend, Diana Noman, Iratxe Cardwell, Joy Moore, Kelly Vomacka

**Previous meeting minutes**

- July meeting minutes approved

**Language Data**

- Karl Jones, the Equity Senior Research Associate for Washington State Center for Court Research at AOC, presented on some of the recent work he had been doing around language data.
- Data reviewed came from the Language Access and Interpreter Reimbursement Program (LAIRP) indicating local court needs and comparing it to Census data.
- Looking at top 5 languages from different regions and looking at the strengths of the different sources. Some of the Census data isn't always specific to language but there is more granularity for some elements related to language. From this we hope to rank order the most frequently used languages.
- Getting a more regional view of where languages might not be in the top five in one county, but could be prevalent in nearby regions which could influence seen by courts.
- There could be more regular updates on the community. Creating a proof of concept now.
- Data sources don't always agree and it may be possible to reconcile the data.
- Data may also reveal patterns that were are not aware of.
- Looking at the top 5 language is relevant because the Legislature in the past has provided funding for translations in the top 5 languages.

**State-Wide Database for Court Forms**

- The Committee discussed the possibility of creating a database or collection of court forms translated my individual courts.
- If a database of court forms is collected, it may not be possible to know when courts make updates to those forms. Courts may not source their references or process used in creating the translations.
- A database would be collected would not be for the public but would be for internal reference.
- The could be other ways courts could share forms rather than collecting them centrally.

- A state-wide glossary/term-base could be useful for courts in translations and for consistence.
- A number of forms have been translated in the OCourts and those are available for courts in that program.
- When there isn't an official translated version of a form, the form might need to be translated multiple times by other parties. Attorneys may have to pay to have forms translated for their clients.
- Snohomish Courts recently received funding for a translation project. Iratxe will reach out to them for more information.
- If forms are prioritized, we could area to start could be family law. Some examples of commonly used forms include, family law forms, protection orders and CLJ judgment and sentencing forms.

### **BOX**

- James Wells demonstrated using Box, an online platform, the Committee can use to share documents and other materials. He reviewed the different kinds of permissions that Committee members have using the Box and the materials that have already been uploaded.

### **Next meeting**

- September 26.
- Committee members can draft a short list of potential projects to work on.