

IN THE CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY, MARYLAND

AMENDED POLICY FOR THE
ARRANGING/PAYMENT OF COURT INTERPRETERS

It having come to the court's attention that the policy for obtaining the services of qualified court interpreters needs amending, it is therefore, on this _____ day of February 2005, by the Circuit Court for Prince George's County, Maryland directed that the policy for obtaining the services of qualified Court interpreters be amended as follows:

CRIMINAL CASES

In court hearings (Motions and/or Trials)

The services for language and Americans with Disability Act (ADA) interpreters will be paid by the court.

CIVIL CASES

*Family inclusive of
Office of Child Support Enforcement (OCSE) Cases*

The services for language and Americans with Disability Act (ADA) interpreters will be paid by the court.

Non-Family

The services for language and Americans with Disability Act (ADA) interpreters will be paid by the court.

PROCEDURE FOR OBTAINING INTERPRETER SERVICES

1. The Court Administrative Office will arrange for all interpreters.
2. In civil and civil non-family cases, the party who is requesting the interpreter must fill out a "Request/Cancellation for Interpreter" form and submit it to the Office of the Court Administrator.
3. In criminal cases, it is the responsibility of the Office of the State's Attorney or the defense, depending on who requires the interpreter, to complete the "Request/Cancellation for Interpreter" form and submit it to the Office of the Court Administrator.
4. All "Request/Cancellation for Interpreter" forms shall be submitted to the Office of the Court Administrator no less than 10 days prior to the date of the scheduled event, absent extraordinary circumstances.

5. In the event the interpreter is not needed, it is the responsibility of the requesting party/attorney to submit a cancellation form to the Office of the Court Administrator as soon as the party becomes aware that the interpreter's services will not be needed. The court directs that all cancellations be made no less than forty-eight (48) hours prior to the scheduled court date unless circumstances prevent such timely notice.
6. Please be advised that a Request/Cancellation for Interpreter form can be requested on-line by logging on to the county's web page, www.co.pg.md.us, and clicking, on line forms, then scroll down to Request/Cancellation for Interpreter. You must fill out the form completely. Then, hit the submit button and the form is directly sent to the Interpreter Coordinator located in the Court Administrative Office.
7. Finally, the court has no involvement with the parties' need for an interpreter for events such as depositions, interrogatories, pre/post trial interviews or any other event, which is not required to occur within a courtroom or the jury assembly room including the venue for the Grand Jury.

William D. Missouri
Administrative Judge