

**SPOKANE COUNTY SUPERIOR COURT – JUVENILE DIVISION**  
**OFFENDER INTERPRETER POLICY**  
**(Effective – May 15, 2024)**

**Initial Coordination of Interpreter Need**

- During the booking process of an arrested youth, Juvenile Detention Staff will attempt to determine if the arrested youth or youth's parent(s)/legal guardian(s) require an American Sign Language (ASL) or language interpreter, and if so, the language needed.
  - If Juvenile Detention Staff determines that either the youth or the youth's parent(s)/legal guardian(s) need an interpreter, they shall include this information on the ***Notice of Detention Hearing Form***. A copy of this form shall be provided to the Juvenile Prosecutor's Office and to the Juvenile Court Coordinator.
- If any time after the booking process, an involved party becomes aware that a youth or youth's parent(s)/legal guardians(s) need an ASL or language interpreter, they should provide notice of the need by submitting the following required information to the required parties (listed below) through email.

**Required Information**

- Name of Youth/Respondent
- Cause Number
- Name/s of person/s who need the interpreter
- Language that is needed for interpretation

**Required Parties**

- Assigned Prosecuting Attorney
- Assigned Defense Counsel
- Assigned Probation Counselor
- Juvenile Court Coordinator
- Juvenile Judge's Judicial Assistant

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**Procedural Requirements for Scheduling Language Interpreters**

Superior Court is required to provide language interpreters who are certified to interpret in the certifiable languages by the Washington State Administrative Office of the Courts (AOC). Find those languages at <http://www.courts.wa.gov>.

The Court is also required to provide qualified Interpreters for those languages that are not court certifiable. The Court and parties are required to use interpreters who have been certified by the AOC, unless good cause is found for using an interpreter who is not certified. Any waiver of a certified interpreter by a youth/respondent is to be made knowingly, voluntarily, and intelligently. Please see RCW 2.43.030.

**Note Regarding Use of Language Line**

The Language Line should only be used as a last resort for juvenile offender hearings and with prior permission of the court.

**NOTE REGARDING AMERICAN SIGN LANGUAGE (ASL) INTERPRETERS**

If an interpreter is needed for ASL the Superior Court Administrator's Office (through Juvenile Court Coordinator) is responsible for the scheduling of such for all court hearings throughout the *entirety of the case*.

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**Determination of Interpreter Scheduling**  
**for Youth/Respondent**

**INITIAL DETENTION HEARING (Juvenile Court Coordinator)**

- The Superior Court Administrator's Office (through Juvenile Court Coordinator) will be responsible for scheduling interpreters for all initial Detention Hearings. The Juvenile Court Coordinator can be notified of interpreter need by the Notice of Detention Hearing Form or by any party that is aware of the need.
  - Interpreter need shall be provided to Juvenile Court Coordinator through the Notice of Detention Hearing Form or by email with the following information:
    - The youth/respondent's name and cause number of the case
    - Language that is needed for interpretation

**ARRAIGNMENT (Prosecuting Attorney)**

- The Prosecutor's Office will be responsible for scheduling language interpreters for the respondent's arraignment and/or any required hearing scheduled prior to the defense attorney filing a Notice of Appearance (NOA) with the court.

**ALL SUBSEQUENT HEARINGS AFTER ARRAIGNMENT (Defense Attorney)**

- After the NOA is filed the defense attorney will be responsible for scheduling of language interpreter for all subsequent court hearings and attorney/client meeting.
- After interpreter has been scheduled, email notice should be provided as follows:

**Required Information**

- Name of Youth/Respondent
- Cause Number
- Hearing Date/Time interpreter is scheduled for Youth/Respondent

**Required Parties**

- Assigned Prosecuting Attorney
- Assigned Defense Counsel
- Assigned Probation Counselor
- Juvenile Court Coordinator
- Juvenile Judge's Judicial Assistant

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**Determination of Interpreter Scheduling**  
**for Parent(s)/Legal Guardian(s) of Youth/Respondent**

**INITIAL DETENTION HEARING (Juvenile Court Coordinator)**

- The Superior Court Administrator's Office (through Juvenile Court Coordinator) will be responsible for scheduling interpreters for all initial Detention Hearings. The Juvenile Court Coordinator can be notified of interpreter need by the Notice of Detention Hearing Form or by any party that is aware of the need.
  - Interpreter need shall be provided to Juvenile Court Coordinator through the Notice of Detention Hearing Form or by email with the following information:
    - The youth/respondent's name and cause number of the case
    - Language that is needed for interpretation

**ALL OTHER COURT HEARINGS (Juvenile Court Coordinator)**

- Any party that is made aware that the parent(s)/legal guardian(s) of a youth/respondent wishes to participate in court hearings after the initial Detention Hearing and requires an interpreter shall notify the Juvenile Court Coordinator not less than five (5) business days prior to the hearing, except for emergency set proceedings.
- Notice to the Juvenile Court Coordinator shall be provided by submitting the following required information through email.
  - Name of Youth/Respondent
  - Cause Number
  - Name/s of person/s who need the interpreter
  - Language that is needed for interpretation
- After interpreter has been scheduled, email notice will be provided as follows:

**Required Information**

- Name of Youth/Respondent
- Cause Number
- Hearing Date/Time interpreter is scheduled for Parent(s)/Legal Guardian(s)

**Required Parties**

- Assigned Prosecuting Attorney
- Assigned Defense Counsel
- Assigned Probation Counselor
- Juvenile Court Coordinator
- Juvenile Judge's Judicial Assistant

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**Determination of Payment for Language Interpreter**

- The Superior Court Administrator's Office will be responsible for the language interpreter expense of all initial Detention Hearings.
- Once the respondent is charged with a crime (an Information has been filed) the Prosecutor's Office is responsible for language interpreter expense of all court proceedings and attorney/client meetings that occur after the initial Detention Hearing.
- If an interpreter is needed for American Sign Language (ASL) the Superior Court Administrator's Office will be responsible for expense of all court hearings and attorney/client meetings throughout the *entirety of the case*.
- Notice of all ASL Interpreter scheduling for attorney/client meetings must be provided to Juvenile Court Coordinator through email with the following information:
  - The youth/respondent's name and cause number of the case
  - The name of person utilizing interpreter
  - The name of the interpreter who provided the service
  - The name of the company/agency where the interpreter is employed
  - The date, time, location, and type of meeting where the interpreter's services were used
  - The length of time the interpreter's services was used
- Juvenile Court (Probation Department) will be responsible for scheduling and expense of language and American Sign Language (ASL) interpreters for all probation/client meetings throughout the *entirety of the case*.