



**IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT
OF THE STATE OF FLORIDA**

ADMINISTRATIVE ORDER # 2007-00-02

**RE: RESPONSIBILITIES AND PROCEDURES FOR REQUESTING COURT
INTERPRETERS FOR DUE PROCESS PROCEEDINGS AND FOR COMPLIANCE
WITH AMERICANS WITH DISABILITIES ACT AND RULE
(RESCINDING ADMINISTRATIVE ORDER 99-10)**

Whereas, Rule 2.215 (b) (2), Florida Rules of Judicial Administration, establishes that the chief judge of a circuit “shall exercise administrative supervision over all courts within the judicial circuit;”

Whereas, Rule 2.215 (b) (3), Florida Rules of Judicial Administration, directs the chief judge to develop an administrative plan for the efficient and proper administration of all courts within the circuit and accordingly finds it necessary and appropriate to establish responsibilities and guidelines related to court interpreting services for due process proceedings;

Whereas, section 25.386, Florida Statutes, charges the Supreme Court of Florida to establish minimum standards and procedures for the qualifications, certification, professional conduct, discipline, and training of foreign language court interpreters; and the Florida Rules of Certification and Regulation of Court Interpreters provides such standards and procedures;

Whereas, Rule 2.560 (a) and (b), Florida Rules of Judicial Administration, ensures that language court interpreters are provided by the court for any non-English speaking person accused in any criminal, juvenile delinquency, or any proceeding in which a defendant’s fundamental rights are at stake (i.e., civil commitment, termination of parental rights, dependency proceeding, and the like). Further, the court shall ensure that language court interpreters are provided by the court for any non-English speaking witness or juror who is participating in such proceeding;

Whereas, Rule 2.560 (e), Florida Rules of Judicial Administration, sets out the qualification requirements for language court interpreters who practice before the court beginning July 1, 2008, as footnoted in the Supreme Court Opinion SC05-1588, dated September 21, 2006, and provides for a waiver of certification if, after a diligent search, a certified or duly qualified interpreter cannot be located. Further, the rule sets out procedures to be followed by the judge, magistrate or hearing officer to ensure all parties are aware of the use of a non-certified interpreter and that objections to the waiver can be made to the record; and

Whereas, Section 29.008 (1) (f) 4, Florida Statutes, requires counties to cover the cost of auxiliary aids and services to qualified individuals with a disability which are necessary to ensure access to the courts to include but not be limited to sign language interpretation.

Now Therefore, it is ORDERED and ADJUDGED that the following responsibilities and procedures are carried out to ensure that the services of a qualified court interpreter is available when appropriate for due process or ADA purposes:

Maintenance of a Pool of Qualified Language and Sign Language Court Interpreters

- A. The Office of the Court Administrator (OCA) shall maintain a pool of qualified foreign language and sign language court interpreters to provide interpreter services to the Fourteenth Judicial Circuit as required by Florida Statutes and Rules of Court.
- B. The OCA shall contract with qualified court interpreters based on a review of their resume, credentials, and recommendations from already-qualified interpreters as to their readiness to perform as a professional court interpreter. The contract shall conform to the rates as established by the Fourteenth Judicial Circuit Indigent Services Committee.
- C. Beginning July 1, 2008, the OCA shall contract with those court interpreters and entities who are certified or duly qualified through the Court Interpreting Program provided through the Supreme Court of Florida or through another recognized certification program to provide language court interpreting services for the 14th Judicial Circuit.

Responsibilities and Procedures for Requesting Court Interpreting Services

- D. The OCA shall design a *Court Interpreter Request/Authorization* form and make it available to the Clerks of Court and their staff, staff within the Offices of the Public Defender and State Attorney, court appointed attorneys, and others. The form shall be made available via the Fourteenth Judicial Circuit's website at www.jud14.flcourts.org

and by contacting the OCA directly. This form shall be used to request a court interpreter for any court proceeding in any county within the Fourteenth Judicial Circuit.

- E. A requesting party (e.g., representatives from a Clerk of Court's Office, Public Defender's Office, State Attorney's Office, Court Appointed Attorney's Office, Private Attorney's Office, or other appropriate group or individual) shall either download the *Court Interpreter Request/Authorization* form from the Fourteenth Judicial Circuit's website or contact the OCA for a copy of the form so that a proper request can be made.

ALL REQUESTS FOR COURT INTERPRETER SERVICES SHALL BE MADE IN WRITING USING THE *Court Interpreter Request/Authorization* FORM.

- F. The requesting party shall next complete the *Court Interpreter Request/Authorization* form fully and either email or fax the form to the contact person in the Office of the Court Administrator. The email and fax number for submitting such requests are listed on the *Court Interpreter Request/Authorization* form.
- G. The requesting party shall submit the completed *Court Interpreter Request/Authorization* form to the OCA no later than two business days prior to a proceeding or motion hearing and no later than five business days prior to jury selection and trial.

NOTE: Failure to provide adequate notice increases the likelihood that court interpreter services will not be able to be arranged.

- H. Upon receipt of a *Court Interpreter Request/Authorization* form, the OCA shall make every effort to arrange for a certified or duly qualified court interpreter for the scheduled hearing or proceeding or provide a contact number to the requesting party directing them on the process to arranging for an interpreter for a non-due process proceeding, if appropriate.
- I. Once a court interpreter has been arranged and secured, the OCA shall return the *Court Interpreter Request/Authorization* form to the requesting party via email or fax and identify the Scheduled Interpreter who will interpret for the requested proceeding. The form will provide the Interpreter's name or the contract group's name selected to interpret for the proceeding; a contact phone number; and whether the interpreter will appear in person, by phone, or by video.

NOTE: In some cases, court interpreters will be arranged to appear via telephone or video teleconference. This arrangement, though not the first approach for coordinating the service, is an acceptable method for providing court interpreting service. If a requesting party chooses not to use the scheduled interpreter who is provided via the phone or video, the charge for that interpreter will be borne by the requesting party.

- J. If a court interpreter cannot be located, the OCA will contact the requesting party prior to the hearing/trial date and time and advise them to seek a continuation of the hearing/trial until a qualified interpreter can be secured.
- K. The requesting party shall immediately contact the OCA upon the knowledge that a hearing, proceeding, or trial has been cancelled for which a court interpreter has been requested and arranged. Failure to do so in a timely manner may result in the requesting party being charged for the interpreter service.

Responsibilities and Procedures for Coordinating Week-end/Holiday Court Interpreter Service

- L. The OCA shall ensure that each jail and detention center within the six-county geographics of the Fourteenth Judicial Circuit has an updated list of contracted court interpreters and phone numbers so that interpreters can be contacted to provide court interpreter services for 1st Appearance, Shelter Hearings, Juvenile Delinquency Detention Hearings, and other appropriate needs during week-end and holiday time periods.
- M. The jail or detention center shall contact the court interpreter in the language or sign language needed for the court proceeding providing as much notice as possible. Whenever possible, the jail contact should rotate through the list of interpreters so that all contract interpreters are used throughout the contract year.
- N. The next business day, the court interpreter who provided interpreting service during the week-end or holiday time period shall call the OCA and report the interpreting assignment. The OCA shall issue a Job Form number which will be reported on the uniform monthly invoice.

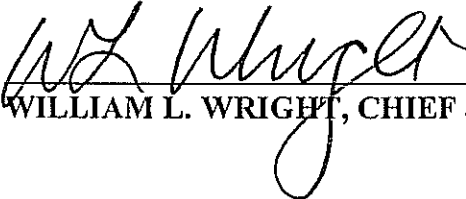
Procedures for Processing Court Interpreter Services Invoices

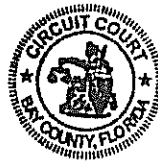
- O. Court Interpreters who have accepted an assignment to interpret before the court from the OCA shall receive a **Form Number**. This **Form Number** shall be inserted into the Monthly Uniform Invoice which is submitted to the OCA for payment for all court

interpreter service assignments arranged by the OCA with the particular interpreter. The monthly invoice, along with any reimbursement for travel forms, should be submitted by the 15th of the following month for processing.

- P. The OCA shall review all invoices for compliance with rates set by the 14th Judicial Circuit's Indigent Service Committee or other appropriate rates and conduct spot audits of the uniform monthly invoices submitted for payment. All invoices shall be signed and approved for payment by the Trial Court Administrator.
- Q. Invoices for court interpreter services for ADA compliance shall be submitted to the specific county where the proceeding or case was held for payment. The Trial Court Administrator shall sign and approve such payments.

DONE and ORDERED in Chambers at Panama City, Bay County, Florida, this 1 day of March, 2007.


WILLIAM L. WRIGHT, CHIEF JUDGE



A CERTIFIED TRUE COPY
HAROLD BAZZEL CLERK
OF THE CIRCUIT COURT

By Nanda Maddox
Deputy Clerk

**14th Judicial Circuit
Court Interpreter
REQUEST / AUTHORIZATION FORM**

The following is required information in order to secure a qualified court interpreter for a court hearing or proceeding.
Please complete the form and forward to:

The Office of the Court Administration
by email: barkerd@jud14.flcourts.org
by fax: (850) 747-5717

Question, please call (850) 747-5327

PLEASE NOTE: IF THIS FORM IS NOT FILLED OUT IN ITS ENTIRETY, REQUEST MAY BE DENIED!

REQUEST

COURT ENTITY / DEPARTMENT INFORMATION

Entity Name: _____ Requestor's Name: _____
Entity Address: _____ Phone: _____ Fax: _____
_____ Email: _____

PERSON COMPLETING THE FORM

Name: _____ Email: _____
FIRST NAME / LAST NAME
Phone: _____ Fax: _____

HEARING / PROCEEDING INFORMATION

Date Service Needed: _____ Language: _____ Presiding Judge: _____
Starting Time: _____ Proceeding: _____
(All times will be considered Central unless indicated otherwise)

Location for Interpreter to Report: _____

Additional {
Remarks }

DEFENDANT(S) INFORMATION

Defendant Name	/ Case Number	Defendant Name	/ Case Number
1. _____	/ _____	6. _____	/ _____
2. _____	/ _____	7. _____	/ _____
3. _____	/ _____	8. _____	/ _____
4. _____	/ _____	9. _____	/ _____
5. _____	/ _____	10. _____	/ _____

AUTHORIZATION

This is to be filled out by Court Administration personnel only.

Scheduled Interpreter:

Name: _____

Phone: _____

Appearing in Person Appearing by Phone Appearing by Video

Denied: _____

Court Administration Contact: _____

Phone: _____

NUMBER:

This Form Number must be given to the Interpreter at the time that they are scheduled to interpret proceeding/hearing and must appear on the interpreter's invoice.

Note: If the need or circumstances for the assigned interpreter changes for any reason, the requesting party is responsible for contacting the Office of the Court Administrator as soon as possible so that such changes can be communicated and confirmed with the scheduled interpreter. Failure to make such contact could result in the requesting party being responsible for the Interpreter's charges.