

# Interpreter Request for Criminal Proceedings

## **Interpreters in Court:**

Pursuant to Virginia Code §19.2-164, the Circuit Court will appoint interpreters in all criminal cases involving non-English speaking defendants, victims and witnesses. This also includes sign language interpreters for the hearing impaired. If an interpreter is needed for a court appearance, immediately notify the Clerk's Office by letter or praecipe and call (703) 792-6025. You should provide the Defendant's name, the case number, the date of the hearing and the type of interpreter needed. **A request for an interpreter should be made at least one week in advance of the hearing date.**

Attorneys are not to request specific interpreters, unless that attorney has made separate arrangement for the payment of the interpreter. **The Court will not provide payment for any interpreter who has been hired directly by counsel rather than by the Court.**

If an interpreter is needed for a victim or witness, please notify Joy Dawson, Spanish Language Interpreter at (703) 792-6209. At least a three-day notification is needed.

## **Interpreters for Jail Visits:**

Attorneys are responsible for the scheduling of interpreters for jail visits. If an interpreter has been appointed to the case by the court, the attorney should coordinate with the assigned interpreter to set up the jail visit. If for some reason the assigned interpreter is unable to complete the jail visit, then the attorney may contact another interpreter on the Circuit Court's approved interpreter list; however, that interpreter will not be assigned to provide interpretation for the trial or any subsequent court proceedings.

If the court has not previously assigned an interpreter to the case, then the attorney can contact any interpreter on the Circuit Court's approved interpreter list to complete the jail visit. Again, the interpreter who interprets for the jail visit is not automatically assigned to that case to interpret in subsequent court proceedings.

The Foreign Language Division of the Department of Judicial Services provides an interpreter at the Adult Detention Center (ADC) from 12:30 p.m. to 1:30 p.m. Monday through Thursday as a courtesy for court appointed attorneys.