

**ARIZONA SUPERIOR COURT  
IN AND FOR THE COUNTY OF PIMA**

IN THE MATTER OF:	)	
	)	ADMINISTRATIVE ORDER
	)	NO. 2014-30
SERVICES OF PIMA COUNTY	)	(Supersedes Administrative Order
SUPERIOR COURT	)	No. 2010-11)
INTERPRETERS	)	
_____	)	

The increasing involvement of non-English speaking litigants and witnesses in Pima County Superior Court cases presents significant challenges to the court in managing interpreter resources. The court addresses these issues and its responsibilities formally in its *Plan for Addressing the Needs of Court Participants with Limited-English Proficiency and Language Disabilities* (LAP Plan) for criminal, civil, family law and probate cases, which was first adopted in July, 2010. The LAP Plan was first adopted in July, 2010 although interpreter services were the subject of prior administrative orders.

In order to ensure that court interpreter resources are appropriately directed toward public services for which the court is responsible, the following policy is hereby adopted:

The court provides interpreters in all court proceedings where a party, guardian, witness or victim requires such services. The LAP plan, referenced above, details the court's services in areas other than in-court services. Given interpreter scarcity, the court requires that a request for interpreter services in a non-criminal case be made of the court interpreter's office as soon as the need is known by the parties, and barring extraordinary circumstances, no less than ten (10) business days prior to the scheduled hearing.

Court interpreters are qualified and assigned by the Office of the Court Interpreter for all matters. A party may waive the right to a qualified interpreter at any time. However, the waiver of the right to a qualified interpreter must be made on the record using a qualified interpreter, and such waiver may be revoked at any time by the person in need of interpreter services (see Right to Waiver Form).

Pima County Superior Court interpreters will not provide translations, verification of translations, or out-of-court attorney-client or witness interview services to users other than the judges and staff of Superior Court, unless by court order. This limitation extends to out-of-court (non-court originated) translations or verifications of video or audio recordings, transcripts and lawyer-client conversations, witness interviews and letters needing translation by any legal office.

When court interpreters or translators who are not certified, qualified or registered with the Office of the Court Interpreter are used for translation of exhibits to be used in court, it is the responsibility of the party presenting such evidence to ensure that documents, recordings, transcriptions or translations are prepared by an individual who can be qualified as an expert under Arizona Rules of Evidence 604 and 703, and who will be available to testify as to the translation's accuracy or to its foundation for admission into evidence. The exhibit and the

expert must be timely disclosed. All proposed transcribed and translated trial exhibits must be verified prior to trial in the discovery phase so trial proceedings are not delayed.

Nothing in this Order shall prevent or discourage court-provided interpreters or translators from providing, in accordance with the applicable administrative directives of the court, the maximum level of services required by limited- and non-English proficient individuals.

DATED this 12<sup>th</sup> day of September, 2014,

  
Sarah R. Simmons, Presiding Judge

cc: Court Administration  
Pima County Superior Court Bench  
Victoria F. Vásquez, Director, Interpreter Services