

INSTRUCTIONS

1. Court proceedings are conducted in English. If a party or a witness does not speak English well, he or she may need an interpreter to testify, to speak to the judge, and to understand what others are saying in the proceeding. Certified and registered court interpreters are specifically trained to interpret in court proceedings. If you need language assistance, you should ask the court if it can provide a court interpreter by filling out this form.
2. The El Dorado Court provides interpreting services to all trial court proceedings in criminal, traffic, and juvenile matters.
3. Courts are not always able to provide or pay for an interpreter in every language or in every civil case. The Legislature has set priorities for civil cases which courts with limited funds are to try to provide court interpreters. The first priority is to try to provide interpreters in the following kinds of cases:
 - a. Domestic violence cases,
 - b. Family law cases in which there is a domestic violence issue,
 - c. Elder or dependent adult physical abuse cases, and
 - d. Unlawful detainer or eviction cases.

Even in those cases, interpreters will not always be available for all hearings or in all languages.

4. Courts may be able to provide interpreters in some languages in some other civil cases. The Legislature has set priorities in these cases also, providing that the court should try to provide interpreters for cases in the following order:
 - e. Actions to terminate parental rights,
 - f. Actions relating to conservatorships or guardianships,
 - g. Actions for child custody or visitation,
 - h. Elder abuse cases and dependant adult abuse cases that do not involve domestic violence,
 - i. Actions relating to family law other than those relating to domestic violence or child custody or visitation, and
 - j. All other civil actions, including small claims cases.

In these types of cases, preference will be given to parties with financial need who have qualified for a fee waiver, so if you need a court interpreter *and* need financial assistance, you should apply for a fee waiver if you do not already have one. To do so, complete and file a *Request to Waive Court Fees (Civil Actions)* (form FW-001). You should note in item 7 of this form whether you have a fee waiver already, have applied for one, or do not intend to apply for one.

4. If your case falls within one of the categories of cases listed in paragraphs 2 or 3 above, and you would benefit from having an interpreter during your court proceedings, you should use this form to request a court interpreter. Complete the first page and file it with the court. The Request for Interpreter form should be submitted 15 days prior to your court hearing date.
5. If the court is unable to provide an interpreter, you may bring a person who can speak English with you to act as an interpreter at the proceeding. You may ask a friend or relative (it should be an adult) to act as an interpreter. It must be someone who can understand, speak, and read both your language and English. The court will need to make sure that person is qualified to interpret for you or the witness before the proceeding begins and will require the person to take an oath, swearing to interpret as completely and accurately as possible. If you are going to use a noncertified court interpreter, you should give him or her a copy of the form *Foreign Language Interpreter's Duties--Civil and Small Claims* (form INT-200), which is available on the California Courts website at www.courts.ca.gov/documents/int200.pdf.