



## Obtaining a Spoken Foreign Language Court Interpreter for Court Proceedings – Courts

The Judicial Branch will provide an interpreter at state expense in all civil and criminal court proceedings before a magistrate, clerk of superior court, district court judge, superior court judge, the Court of Appeals, or the Supreme Court. The Judicial Branch will provide an interpreter at state expense for child custody mediation, permanency mediation, and child planning conferences.

The Judicial Branch will provide an interpreter at state expense to facilitate communication involving the district attorney, indigent defendants or respondents and appointed counsel, or the Guardian ad Litem Program. The Judicial Branch will not provide an interpreter at state expense for out-of-court communications between privately retained counsel and their civil clients, privately retained counsel and their non-indigent criminal defendants, for probation and parole functions, and for private mediations and arbitrations.

### All Spoken Foreign Language Court Interpreters

Submit a [Request for Spoken Foreign Language Court Interpreter](#)\* at least 10 business days prior to the scheduled proceeding, or as soon as the proceeding is placed on the court calendar. Requests should be submitted electronically from the website at <http://www.nccourts.org/LanguageAccess>.

The LAC for each county can be contacted by sending an email to an address using the following naming convention: County.Interpreter@nccourts.org. For example, [Wake.Interpreter@nccourts.org](mailto:Wake.Interpreter@nccourts.org) and [NewHanover@nccourts.org](mailto:NewHanover@nccourts.org).

### IMPORTANT

- **Failure to provide sufficient time to secure a qualified interpreter likely will result in a delay or postponement of the court proceeding if a qualified interpreter is not available.**
- **Once services are requested, if it is determined before the court date that the case will not go forward as scheduled, please notify the local Language Access Coordinator so services can be cancelled in a timely manner (no less than 24 hours) to avoid unnecessary cancellation charges.**

**\*TIPS FOR SUCCESSFUL SUBMISSION OF THE REQUEST:** The easiest way to use the form is to download a fresh copy to your computer, fill it out with the latest version of Adobe Reader and click the submit button at the bottom of the form. After clicking the submit button, follow the instructions to email the form. **If Adobe Reader software is not already installed on your computer, download the [most recent version of the free Adobe Reader software](#).** If you use a web browser to fill out the form, you may need to reconfigure your browser to work with Adobe Reader. Adobe offers guidelines for resolving some browser issues at <https://helpx.adobe.com/acrobat/kb/pdf-browser-plugin-configuration.html>. See also, [Help for Windows 10 users](#), [Help for Opera users](#), and [Help for Chrome users](#). If you are unable to resolve your browser issues, please complete the form, save it to your computer, and attach it to an email addressed to the LAC (uniform email format: [County.Interpreter@nccourts.org](mailto:County.Interpreter@nccourts.org)), and to [OLAS@nccourts.org](mailto:OLAS@nccourts.org).