

The courts provide trained interpreters for court proceedings and services for people with limited English skills. This service is free of charge.

When are Interpreters Available?

- All hearings and court proceedings.
- Services referred or ordered by the court. Examples of court-ordered events include screenings, assessments, evaluations, mediation. Find a full list at <u>mdcourts.gov/courts/courtlanguageservices</u>.

Who Can Request Interpreting Services?

- Parties, witnesses, victims or victims' representatives in a Maryland court case.
- Court interpreters are available for criminal, civil, and juvenile proceedings.

How to Request an Interpreter

- If possible, request an interpreter 30 days before your court date.
- Fill out a Request for Spoken Language Interpreter (Form CC-DC-041). The form is available in English, Spanish, French, Russian, Korean, and Chinese. Complete the form in English.
- For sign language, use the Request for Accommodation for Person with Disability (Form CC-DC-049).
- You may get help completing the form from a lawyer, friend, or family member, or, visit a court self-help center.
- If your case is in Baltimore City Circuit Court, visit <u>baltimorecitycourt.org</u> for more information.
- Submit the form by mail or in person to the clerk's office of the court where the hearing will take place.
- If you are a party in the case, submit a single Request form. Victims, witnesses, or other interested persons must submit a new Request for each court appearance.
- Family or friends cannot serve as court interpreters.

What to Expect

- The court interpreter may speak to you before court to make sure you can understand each other.
- Interpreters often use special equipment in the courtroom, such as a transmitter and a receiver.
- They interpret everything you say into English, and will use the first person or "I" when translating.
- If you do not understand something, tell the judge immediately.
- Interpreters may ask you to repeat or clarify statements. They may ask that you slow down or pause.
- Interpreters cannot give legal advice. They are not allowed to answer questions about your case. If you have questions, speak to your lawyer or to the judge.

How to Communicate with Court Staff

- The court offers free telephone interpretation at clerk's offices.
- Find an ISPEAK card or Language Line Poster which displays different languages.
- Say the name of the language you speak or point to your language on the card or poster.



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