

King County District Court Interpreter Scheduling Platform Manual

About the King County Interpreter Scheduling Platform [Algovi]

The purpose of the application is to allow clerks, administration staff and interpreters to efficiently manage the scheduling and coordination of interpreter service assignments. The system is easy to use and further automates functions such as notification of assignment and assignment changes to all parties involved. It allows a user to see at a glance all interpreters needed for a particular language or division and whether or not an assignment has been made. Added functionality in the application allows interpreters to sign up for unassigned jobs based on their availability and to use a personal calendar for an easy review of their assigned jobs.

All regular users of the system, including all interpreters, will have their e-mail addresses added to their profile. Divisions will need to allow interpreters access to computers with internet access so they can check their e-mail.

For questions, comments and concerns regarding this program please contact:

King County District Court Interpreter Coordinator

206-205-3099

InterpreterCoordinator.KCDC@kingcounty.gov

Glossary of Terms

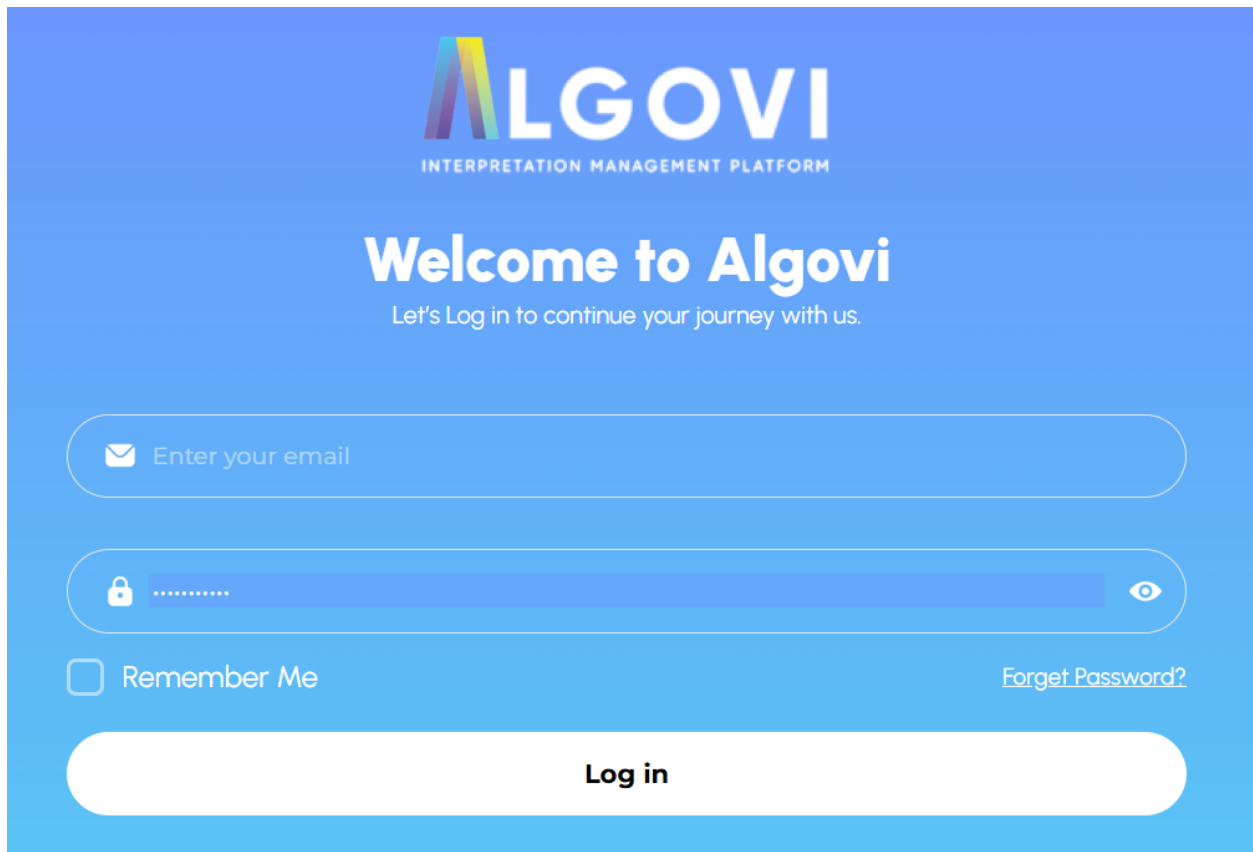
Job	One or more cases scheduled at a particular division on the same date and time for the same language.
Job ID	A unique number assigned to each job submitted by a court and a method to look at the details of the job.
Clerk	A user of the system who can schedule jobs and delete jobs that have not been assigned. A clerk can also delete cases within a job if more than one case is part of that job. A clerk cannot delete jobs that have been assigned.
Administrator	The application administrator can delete jobs where an assignment has been made, can add both interpreters and clerks to the database as users and may assign jobs to interpreters.
Interpreter	An interpreter who has been assigned a User ID and password by the administrator. This interpreter may be either certified in a certifiable language or interprets regularly for a non-certified language. This interpreter can sign up through the application for unassigned jobs
Location	The courtroom within a building where the hearing will take place or the physical address of a remote location such as probation.
Location Notes	Notes pertaining to the entire job such as a possible reassignment to a different courtroom.
Notes	Case specific notes such as the “client has multiple cases”.
Service Type	The method of service requested by the court – i.e. in person, zoom, etc.
Name	The name of the case. Usually contains the plaintiff and defendant, or petitioner and respondent, etc.
Party Type	Describes the role of the person in the case requiring an interpreter
Hearing Type	The type of hearing before the court.
Case Type	The type of case before the court.
Jurisdiction	The city or county the case belongs to
Check-in/Out Time	A feature utilized by Interpreters in the platform to report and certify the time they spent interpreting on a job.

Accessing the Interpreter Scheduling Platform [Algovi]

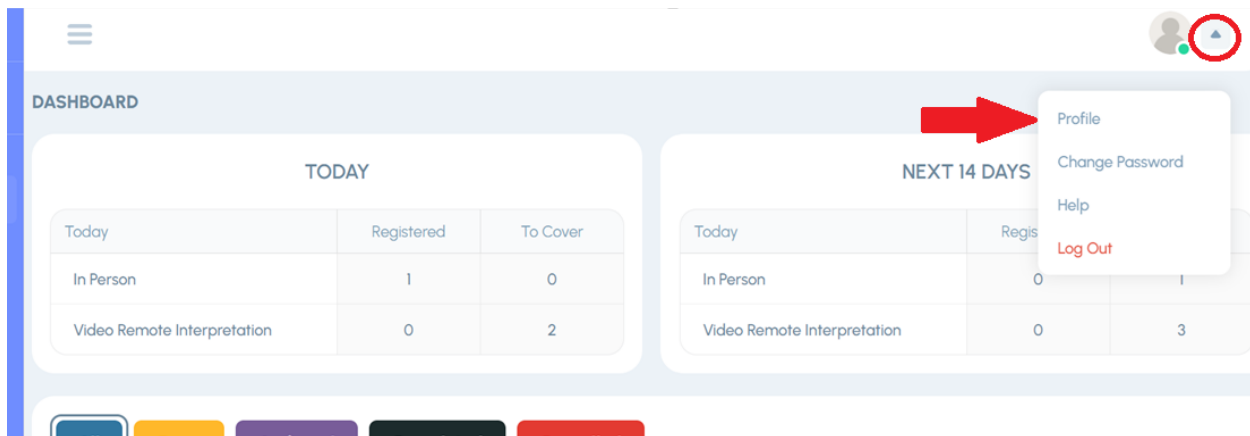
To begin using the application, open a browser and navigate to the following URL:

<https://kingcounty.algovicrm.com/login>

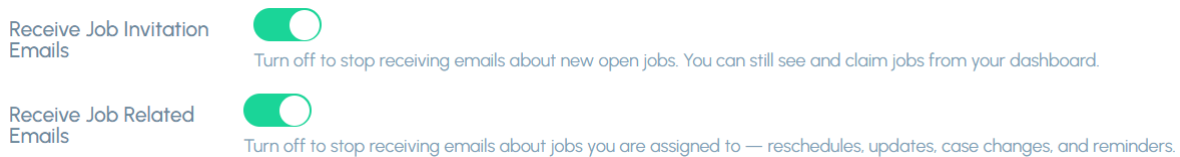
Save this location as a favorite (click on Favorites and then Add to Favorites) or place a shortcut to it on your desktop (click on File, then Send and Shortcut to Desktop).

The image shows the login page for the Algovi Interpretation Management Platform. The page has a blue gradient background. At the top center is the Algovi logo, which consists of a stylized 'A' made of three vertical bars in purple, yellow, and blue, followed by the word 'ALGOVI' in white, and 'INTERPRETATION MANAGEMENT PLATFORM' in smaller white text below it. Below the logo, the text 'Welcome to Algovi' is displayed in large white font, followed by 'Let's Log in to continue your journey with us.' in smaller white font. There are two input fields: the first is for email, with a white envelope icon and the placeholder text 'Enter your email'; the second is for password, with a white lock icon, a series of dots for the password, and a white eye icon to toggle visibility. Below the password field is a checkbox labeled 'Remember Me' and a link 'Forgot Password?'. At the bottom is a large white button with the text 'Log in' in black.

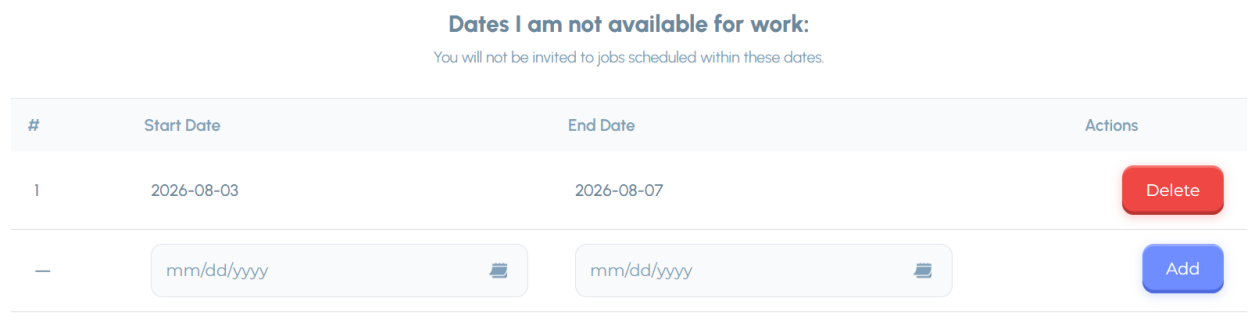
- Log on with the User ID and password supplied by the administrator.
- Please review your profile and verify the information is correct. If any information on your profile needs updating such as address or phone number(s), please send an email to the Interpreter Coordinator at InterpreterCoordinator.KCDC@kingcounty.gov



- While in your profile, review your email notification settings



- If you make any changes to your profile, select “update profile” when you are finished
- Return to your profile at any time to input time you’re unavailable. If jobs are created for the language you are registered for during a time you’re unavailable, you will not receive notification emails for those jobs.



Searching for and claiming jobs

- To search a specific date range, enter a start and end date.
- To search for all future jobs, leave the end date blank.
 - You will only be able to view jobs for the language(s) you are registered for in your profile.

Available jobs will be displayed in yellow and will be “open” in the status column. Use the “eye” on the far-left column to open/view job details. Job announcements for certified/registered languages are emailed to certified interpreters directly and immediately upon creation. If a certified interpreter hasn’t claimed the job within a reasonable length of time, ***defined at the discretion of the location/judge***, the job will then be opened to all qualified, registered, and non-certified interpreters.

The platform will not allow interpreters to double book themselves. If there is a need to book an interpreter for overlapping jobs, the Interpreter Coordinator will update/assign the jobs accordingly.

AllOpenAssignedCompletedCancelled

Start Date*07/31/2026End Date*07/31/2026Job IDjob id

Case Numbere.g. 25-1-00123-1Job LocationSelect...LanguageSelect...

SearchReset

DASHBOARD APPOINTMENTS

Showing 10 of 3 records

Search in this table ...

#	Appid	Status	Service	Date	Language	JobLocation	Cases
	A222962	Assigned	Zoom	Jul 31, 2026 8:45 AM (PST)	TEST TEST TEST	Zoom - Redmond	6A212824-BEDBVUCNKCX
	A222941	Completed	In Person	Jul 31, 2026 10:47 AM (PST)	TEST TEST TEST	Bellevue	-
	A222990	Open	Zoom	Jul 31, 2026 3:01 PM (PST)	TEST TEST TEST	Zoom - Issaquah	-

Once you have selected a job, you may accept the job

VIEW JOB # A222990

DATE & TIMEJUL 31, 2026 3:01 PM (PST)

Accept

INTERPRETER:

Status:

Open

and **scroll down** to view information about cases related to the job.

CASES

#	Case Number	Name	Party Type	Case Type	Service Type	Hearing Type	Hearing Time	Courtroom
1	6A212824-BEDBVUCNCX	City of Bellevue vs.	Defendant	VRV: Parking	Zoom	Contested Hearing	08:45 AM	RE4

After you sign up for a job, you will receive an e-mail confirmation that you have been assigned to the job.

From: KingCounty - AlgoviCRM Notifications <noreply@algovisolutions.com>

Date: July 31, 2026 at 3:00:54 PM PDT

To:

Subject: Job Accepted – Job #A222962

Job Accepted – Job #A222962

Hello,

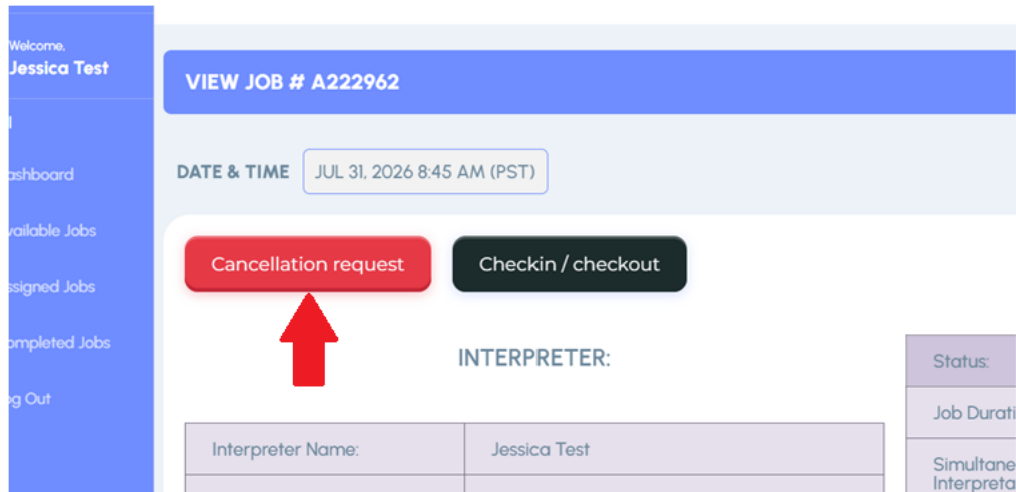
You have accepted the invitation and job #A222962 has been assigned to you.

Job Details:

- Job ID: A222962
- Date and Time: Jul 31, 2026 8:45 AM (PST)
- Duration: 2 hours
- Location Name: Zoom - Redmond
- Location Address: Use the URL below to Access Zoom Links <https://kingcounty.gov/en/court/district-court/courts-jails-legal-system/court-calendars-locations-operations/video-court> Meeting IDs RE1 852 1582 5317 RE2 861 9849 6289 RE3 811 0546 8840 RE4 812 1451 4996
- Language: TEST TEST TEST

[View Appointment](#)

In the event that you are assigned to a job that you are not able to fulfill, and it's more than 24 hours prior to the job, whether you have previously accepted the job or you have been automatically assigned, log into the platform, navigate to the job and request to cancel your assignment.



If the job is within 24 hours, please contact the Interpreter Coordinator as soon as possible at 206-205-3099 or by e-mail at InterpreterCoordinator.KCDC@kingcounty.gov

Frequently Asked Questions

- **My job has a “document translation” flag on it, what do I do?**
 - Open the job, scroll down to the case, and select “details” on the far right. Download the document for translation, complete the translation, then upload the translated document in the same window. Complete your check-in/out time to include time you spent on the translation.
- **Am I paid extra to complete a document translation?**
 - There is not a premium or additional pay for document translation, we typically add document translation work onto existing jobs that are already assigned to an interpreter
- **Is the Interpreter Scheduling Platform [Algovi] mobile browser friendly?**
 - Yes
- **If my job is canceled by the court within 24 hours of the job, do I need to check-in/out for the job to receive the jobs minimum compensation?**
 - No, the system will automatically invoice for the job minimum and you will be compensated for that time
- **With this new platform in place, do I still need to check into the Zoom platform with the clerk?**
 - Yes, please join the Zoom platform and check in with the clerk right away
- **Do I still need to complete a paper or electronic invoice for the court?**
 - No, after the go-live date, you will use the check-in/out feature in the platform to report and certify your time
- **Without invoices, how can I see the time I reported again?**
 - Log into the platform and go to “completed jobs” on the left navigation. Open the job to view the check-in/out times you entered.
- **Who can I contact if I need help with the platform or a job?**
 - The Interpreter Coordinator at InterpreterCoordinator.KCDC@kingcounty.gov
- **Can I turn off the email notifications about jobs?**
 - Yes, you may turn off email notifications in your profile