

Appendix B

Language Assistance Plan (LAP) for KING COUNTY DISTRICT COURT Participating in the Court Interpreter Reimbursement Program

Language Access Plan of King County District Court

I. PURPOSE

This Language Access Plan (LAP) sets forth the King County District Court (KCDC) policy and procedures for the provision of timely language access services that ensure access for all limited English proficient (LEP), deaf, hard of hearing, and deaf-blind (D/HH/DB) individuals who come in contact with KCDC services and programs. Language access services include both interpretation and translation services for LEP and D/HH/DB individuals.

II. COURT POLICY REGARDING LANGUAGE ACCESS SERVICES

Under Washington state law (chapters 2.42 and 2.43 RCW), Title VI of the Civil Rights Act of 1964 (Title VI), the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), the Americans with Disabilities Act (ADA), and the regulations implementing these federal laws, Washington courts are required to provide language access services to all LEP and D/HH/DB individuals in civil and criminal court proceedings and in all court-managed services and programs and to develop a written language access plan pursuant to RCW 2.43.090.

It is the policy of KCDC to provide interpreter services at no cost to LEP parties, witnesses and victims, in all court proceedings and operations, both civil and criminal, other than when it is the responsibility of other government bodies pursuant to state law. It is also the policy of this court to provide sign language interpreting services at no cost to persons who are D/HH/DB as required under applicable state and federal statutes and regulations.

KCDC will provide accessible information to LEP and D/HH/DB persons on how to request these language assistance services and vital documents as part of its notice to the public about its language access services.

Although D/HH/DB individuals are covered under the ADA and chapter 2.42 RCW rather than Title VI and the Safe Streets Act, this plan covers language access services for both D/HH/DB and LEP individuals.

III. DATA COLLECTION AND NEEDS ASSESSMENT

KCDC will, on an annual basis, compile demographic data regarding the language needs of its community. KCDC will initially review data from sources such as the following:

- ☒ Local school districts (Auburn, Bellevue, Enumclaw, Federal Way, Highline, Issaquah, Kent, Lake Washington, Mercer Island, Northshore, Renton, Riverview, Seattle, Shoreline, Skykomish, Snoqualmie Valley, Tahoma, Tukwila

and Vashon Island)

- ☒ Public Defender's Office/Office of Assigned Counsel
- ☒ Prosecuting Attorney's Office
- ☒ *King County District Court Interpreter Web Application*
- ☒ [WA State Court Language Interpretation Needs Data Tool](#)
- ☒ Most recent and relevant U.S. Census and American Community Survey (ACS)
- ☒ County Health Department
- ☒ Local legal aid service providers and community-based organizations which focus their service provision on immigrant and refugee populations to identify possible immigration and new language trends.

This data will be analyzed annually to determine whether the court's allocation of language access resources is appropriate.

KCDC will make every effort to track requests for language access services by:

- ☒ Language preference (both spoken, written, and signed)
- ☒ Case type (e.g. infraction, criminal, civil, etc.)
- ☒ Proceeding (e.g. trial, arraignment, initial appearance, etc.)
- ☒ Location of service request (e.g. court hearing, ADR, clerk's office, etc.)
- ☒ Whether the language access service requested was granted or denied
- ☒ Reason for denial

In addition to mechanisms discussed under the identification of language needs section below, KCDC tracks this internal data electronically in the KCDC Interpreter Web Application and eCourt case management system. On a yearly basis, KCDC will analyze the data collected to identify whether services requested are in fact provided, assist in the allocation of language access resources, and identify gaps in the provision of services to address future needs.

A. Identified Current Needs

The most current language need identification efforts undertaken by KCDC shows the following non-English languages, whether spoken or signed, that are

most frequently used in our **geographic area (Data Source King County Executive, Office of Equity and Social Justice, Language and Communications Access Site – Attachment C)**

- Spanish
- Chinese (Including Mandarin and Cantonese)
- Vietnamese
- Somali
- Russian

The most current language need identification efforts undertaken by KCDC shows the following languages or sign languages that are most frequently used in our **court community (Data Source: King County District Court, Interpreter Web– Attachment D):**

- Spanish
- Chinese (Including Mandarin and Cantonese)
- Russian
- Vietnamese
- Marshallese (Micronesian)
- Punjabi
- Ukranian

B. Identified Future Needs (if any)

KCDC has identified the following emerging and/or additional languages among court users in the area for which resources will be needed in the future:

- Amharic
- Arabic
- Farsi
- Korean
- Cantonese
- Somali
- Swahili

IV. LANGUAGE ASSISTANCE IDENTIFICATION AND RESOURCES

A. Central Services, Interpreter Services

KCDC has designated the Interpreter Administrative Assistant as the person responsible for coordinating language access services and to whom requests for interpreters and other language access services may be addressed. This designated person is available to:

- Develop lists of interpreters and secure interpreter services;
- Receive and track language assistance requests;

- Address gaps in interpreter services by conducting outreach as needed;
- Provide information to assist LEP and D/HH/DB individuals to secure language access services;
- Assist or provide referrals to attorneys, justice partners, and other relevant persons to secure language access services for their clients
- Assist court staff with securing language access services; and
- Answer questions from LEP and D/HH/DB individuals, and the public at large, regarding KCDC's available language access services, including the court's language access resources such as translated materials, interpreter roster, language identification cards, and other resources identified in the LAP.

LEP and D/HH/DB individuals, attorneys, justice partners, government agencies, and any other entities in need of language access services for court programs or activities or to acquire such services or information for themselves or their clients, may contact:

*King County District Court
Central Services – Interpreter Services
516 Third Ave, Room W1034
Seattle, WA 98104
Phone: (206) 477-1760
Email: InterpreterCoordinator.KCDC@kingcounty.gov*

KCDC Court also has a designated ADA Coordinator that is responsible for coordinating the administrative requirements of ADA compliance.

B. Identification of Language Access Needs and Notice of Availability

LEP and D/HH/DB individuals may encounter court personnel via the phone, TTY / TDD, in-person, or through other means. In addition, there are various points of contact within KCDC where LEP individuals or persons who are D/HH/DB will be in contact with court staff. Sometimes people who need language access services, including translated documents, will not request these services because they do not realize that such services are available at no charge, or because they do not recognize the level of English-language proficiency or communication ability needed to effectively participate in the court program, court proceeding, or court services. The first step in providing language access services is to enable LEP individuals or persons who are D/HH/DB to properly identify their language needs.

KCDC has a legal obligation to provide accessible notice to the public of an individual's right to spoken and sign language interpreter services and to be provided vital documents in translated form whenever necessary to access court proceedings and court-managed programs. This ensures that LEP and D/HH/DB individuals are able to properly identify their language needs and to request

language access and assistance services,

1. Identifying Language Needs at Points of Access

KCDC will identify language access needs at all points of contact with the court, such as the following:

- ☒ Telephone calls to court staff.
 - KCDC Call Center – (206) 205-9200
 - Office of the Presiding Judge – (206) 477-1720
 - KCDC Jury Services – (206) 477-1730
 - KCDC Interpreter Services – (206) 477-1760
- ☒ KCDC Locations – See Attachment A
- ☒ Court Front Counter
- ☒ KCDC Jury Services
- ☒ Courtrooms
- ☒ Court-Managed programs and services including Probation
- ☒ Other (Video Hearings)

To ensure the earliest possible identification of the need for language access services, KCDC has established internal protocols with the various justice partners which routinely interact with this court so these partners can effectively communicate to the appropriate court staff the needs of LEP or D/HH/DB participants who will be coming into contact with the court. While justice partners themselves may be under a separate legal obligation to provide language access services to their clients, KCDC will be notified of any services that are its responsibility as early as possible so services may be provided in a timely and efficient manner. Examples of ways KCDC and justice partners to be notified of the need for language services include:

- ☒ LEP or D/HH/DB person notifies the court of the language access needs
- ☒ Law enforcement officer (via citation)
- ☒ Correctional Facilities personnel
- ☒ Attorney/public defender for LEP or D/HH/DB person
- ☒ Domestic violence victim's advocate

- ☒ Judges, court personnel
- ☒ Interviewer for public defender eligibility
- ☒ Customer Service personnel, receiving request via phone or in person
- ☒ Other

2. Notice of the Availability of Language Access Services

To facilitate the ability of LEP and D/HH/DB individuals to request their need for language access services, KCDC shall provide a notice of the availability of language access services translated into Washington State's most frequently used languages that states:

"You have the right to language access services at no cost to you. To request these services, please contact Interpreter Services at (206) 477-1760.

KCDC displays this notice on its website and at all KCDC locations.

Additionally, KCDC has the following resources available at its points of contact, including those listed above when appropriate, to help LEP and D/HH/DB and court staff communicate with each other:

- ☒ Language identification cards at all points of contact
- ☒ Multi-lingual notices at all appropriate points of contact notifying members of the public of their right to request an interpreter or other language assistance at any point during their contact with the court.
- ☒ TTY for D/HH court customers
- ☒ LAP Deskbook in each court location
- ☒ LAP posted on courts webpage

When it appears that an individual has difficulty communicating due to a language barrier, KCDC staff and judicial officers must inform the LEP or D/HH/DB person of his or her right to have language access services provided by KCDC at no cost to them, even if the LEP or D/HH/DB person has not made a request for the language access services.

KCDC will utilize the KCDC Interpreter Web Application to track language and interpreter needs. The web application allows clerks, administration staff and interpreters to efficiently manage the scheduling and coordination of interpreter service

assignments. The web application also tracks case types, proceeding, court services provided, duration of interpreting events, invoicing of interpreter services, and methods of interpreting. In addition, the application is used prior to scheduling court dates to see if interpreters are already scheduled in order to add cases to an existing job.

V. LANGUAGE ACCESS SERVICES

Once the KCDC staff has determined interpreter services are required for an LEP or D/HH/DB individual, court staff have access to the following procedures for securing an interpreter.

A. Language Access Services Inside the Court Room

1. Appointment of a Certified, Registered, or Qualified Interpreter for In Court Proceedings

The person responsible for appointing or securing the assistance of an interpreter at KCDC will comply with the following order of preference in appointing an interpreter as set forth in RCW 2.43.030.

RCW 2.43.030(2) states:

If good cause is found for using an interpreter who is not credentialed, the judicial or presiding officer shall make a preliminary determination on the record that the proposed interpreter is able to interpret accurately all communications to and from the person with limited English proficiency in that particular proceeding. The judicial or presiding officer shall consider testimony and the needs of the person with limited English proficiency in making this determination.

(3) After an appropriate colloquy or other process permitted by statute or regulation, the judicial or presiding officer shall satisfy itself and state on the record that:

(a) The proposed interpreter is capable of communicating effectively in English and the non-English language. If the interpreter is assigned to interpret between two non-English languages (relay interpreter), the interpreter shall not be required to communicate in English

(b) The proposed interpreter has read, understands, and will abide by the code of professional responsibility for judiciary interpreters established by court rule. If the interpreter does not meet this requirement, the interpreter may be given time to review the code of professional responsibility for judiciary interpreter; and

(c) The person with limited English proficiency can understand the interpreter.

(4) The court shall inquire whether the interpreter can accurately interpret:

(a) In the consecutive mode, if that mode of interpretation is expected to be used; and

(b) In the simultaneous mode, if that mode of interpretation is expected to be used.

In the event no in-person interpreter is available locally, the judge or designated authority will weigh the need for moving forward with the proceeding against any possible negative consequences to the LEP or D/HH/DB person's ability to effectively participate in the proceedings using a remote interpreter, as may be allowed by Washington court rule or law GR11.3. When evidentiary matters are before the court, the judge shall reschedule the hearing until an in-person interpreter is available, whether located in-state or out-of-state, and be made present at the hearing. If no in-person interpreter is available, the judge may proceed with a remote interpreter.

KCDC will NOT appoint as interpreters anyone with a potential conflict of interest in the case, including the following: minors; friends and family of the LEP or D/HH/DB person; advocates and attorneys; justice partner bilingual staff; or anyone deemed unqualified after voir dire by the court. (See Attachment E – Code of Professional Responsibility for Judiciary Interpreters)

2. Practices in the Appointment and Use of Interpreters

In appointing interpreters, Judges, at the bench, will ensure that the interpreter and the LEP or D/HH/DB participant can effectively communicate. KCDC will also:

☒ Judicial officers will consider the anticipated length of interpreted proceedings to determine appropriate interpreter scheduling. Such consideration is generally applicable in longer hearings. The assignment of multiple interpreters is a quality assurance provision to help ensure accuracy. Consistent with GR 11.4, the court will assign interpreters as indicated below:

Spoken language	Signed Language	Assign
More than 1 hr. Simultaneous	More than 1 hr.	2 interpreters
More than 2 hr. Consecutive	n/a	2 interpreters

When a team of interpreters is not readily available and good cause is found on the record to proceed with one interpreter, the interpreter is to be provided a 10-minute break after every 20 minutes of interpreting.

- ☒ For long hearing sessions or trials, appoint a team of two interpreters, if available. This will ensure a higher level of accuracy and eliminate the need for frequent breaks. When no second interpreter is available, the court will need to recess for 10 minutes after every 20 minutes. This will allow the interpreter to have frequent breaks to avoid interpreting fatigue, ensure accuracy, and avoid subsequent errors.
- ☒ Only allow an LEP or D/HH/DB person to waive his or her right to the assistance of an interpreter if the waiver is knowing, voluntary, and on the record. The waiver of an interpreter may be rejected by the court or later revoked by the person.
- ☒ Require interpreters to provide sight translations for documents related to the court proceedings.
- ☒ Prohibit interpreters from assisting LEP or D/HH/DB with entering information on court forms without the involvement of court staff in the completion of such forms.
- ☒ Provide sign language interpreters for jurors who are D/HH/DB when such persons are called and selected for jury service

3. Calendaring and Scheduling of Interpreters for In-court and Out-of-court Contacts

KCDC will provide interpreter services in a timely manner. KCDC utilizes the KCDC Interpreter Web Application to track language and interpreter needs and requests. In order to provide high quality language access services in an efficient manner, KCDC employs the following practices via the Interpreter Web application:

- ☒ Batching of matters for which an interpreter for a specific language is needed so long as this does not cause unnecessary delays in access and loss of remedies available to litigants, such as:
 - 1st Appearance Misdemeanor Hearings
 - Arraignment Hearings
 - Contested Infraction Hearings
 - Felony Investigation Hearings
 - Name Change Hearings
 - Review/Probation hearings
 - Readiness Hearings
- ☒ Coordinating calendars so an interpreter may be available for several matters in

the same court location on the same day.

☒ Establishing systems so that an interpreter coordinator can easily dispatch an interpreter from one court location to another, or one courtroom to another, efficiently, such as:

- Teams Instant Messaging to the in-court clerk
- Email to the locations designated General Email Accounts

☒ Coordinating the use of interpreters so that when an interpreter is not busy in a courtroom proceeding, the interpreter may be available in person or telephonically to assist in other KCDC managed services, such as clerk's offices, or other courtrooms.

☒ Creating a pool of interpreters who may be available by telephone or video to assist in non-evidentiary proceedings or other court programs.

4. Remote Interpreting

For short non-evidentiary hearings and longer hearings when no in-person interpreter is available, the KCDC uses the following remote interpreting technologies:

- ☒ Telephonic interpreting
- ☒ Video-remote Interpreting (VRI)

KCDC uses telephonic interpreting agencies only for out-of-court matters, e.g., for customer service and when no in person or VRI remote interpreter is available. KCDC assigns credentialed interpreters for in-court proceedings when using remote interpreting if credentialed interpreters are available. (See Attachment E - Telephone Interpreting Best Practices and Remote Interpreting Best Practices.)

The policy or practice of KCDC regarding the use of remote interpreting services is as follows:

☒ Telephonic interpreting use will be consistent with GR 11.3 (See Attachment E) and will be used with caution. Generally, in-person interpreters are preferred.

☒ Telephonic interpreting will be a last resort for courtroom proceedings and reserved for brief non-evidentiary proceedings such as continuances, given that non-verbal cues – not visible when on the telephone – are critical for communication. Telephonic interpreting can be particularly problematic in some circumstances such as for individuals who are deaf or hard of hearing, the elderly, those struggling with mental illness, quiet or nonverbally communicative

individuals for example.

VRI will be used appropriately and will meet the requirements for providing effective communication, including,

- Real-time, full-motion video and audio
- A clear, large image
- A clear transmission of voices
- Adequate training of staff utilizing the equipment
- Occasional monitoring of the VRI session by IT personnel for quality control.
- Adequate training of interpreters.

Remote interpreting can be problematic in some circumstances including but not limited to individuals who are deaf or hard of hearing, the elderly, those struggling with mental illness.

KCDC requires training for staff and appointing authorities on telephonic interpreting and VRI, how to use the technologies, how to best utilize the remote interpreter, and what are appropriate events for such types of remote interpreting service. VRI should be used when in-person interpretation services are not available.

B. Language Services Outside the Courtroom at King County District Court

KCDC is responsible for taking reasonable steps to ensure that LEP and D/HH/BD individuals have meaningful access to services outside the courtroom at all KCDC locations. It is KCDC's practice to provide interpreters for KCDC court-managed services, programs, and operations consistent with state and federal language access mandates. In compliance with such mandates, the court shall provide language access services at:

- ☒ Information Counters at KCDC.
- ☐ Court Managed Classes at KCDC.
- ☒ Probation offices and Probation department interviews at KCDC.
- ☒ TTY
- ☒ Translation for letters/requests in languages other than English submitted to KCDC.
- ☒ RCW 10.77 evaluations as ordered by KCDC.
- ☒ Mandatory Mediation as required by KCDC.

KCDC shall display multilingual notices at all appropriate points of contact notifying the

members of the public of their right to request an interpreter or other language assistance for these services. KCDC, in compliance with federal and state civil rights laws and regulations, shall provide the most appropriate language access service for these programs and services, including qualified interpreters, bilingual staff, and translated materials and information. When the most appropriate language access service is the appointment of a qualified interpreter, the court shall follow the guidelines described for the appointment of interpreters.

As noted in the policy interpretation section earlier, chapter 2.42 RCW requires that courts provide interpreters for persons who are D/HH/DB when they are required to attend court-ordered programs or services. In addition to the provision of qualified interpreters in all proceedings where required, court's bilingual staff may assist with language needs outside of court proceedings. Bilingual staff shall be trained to understand their role, how it differs from the role of an interpreter, and that staff are only used for basic communications.

C. Translated Forms and Documents

KCDC understands the importance of translating forms, documents, and electronic materials into non-English languages, so that LEP individuals have greater access to the courts' services. Judicial and court staff shall not use web-based applications or software to process or provide translations for LEP individuals unless there is no interpreter available and communication with an individual about a rescheduled court date is still necessary.

KCDC reviewed the top used pro se forms and translated them into the following languages that are most frequently used.

A. Identified Current Language Needs for Translations

- Spanish
- Chinese (Including Mandarin and Cantonese)
- Russian
- Vietnamese
- Punjabi
- Marshallese (Micronesian)

Requests for forms translations go to the KCDC Diversity Equity and Inclusion Committee (DEI). The DEI Committee is comprised of judges and management. Once the committee determines which forms to translate, the KCDC Interpreter Web application is used to determine the top languages used in court, and KCDC will have the chosen forms translated into those languages. The DEI Committee will review forms translation and make recommendations annually.

KCDC will follow the Protocol for Translation of State Court Forms that were adopted by the Washington State Interpreter Commission.

(See Attachment F)

State forms which have been translated are available at www.courts.wa.gov/forms.

Additional informational resources translated into Spanish include:

- [A Guide to Washington State Courts / Guía de los Tribunales del Estado de Washington](#)
- [Self-Represented Persons in District Court / Personas que se representan a sí mismas en el Tribunal de Distrito](#)
- [Self-Represented Persons in Municipal Court / Personas que se auto representan en los Tribunales Municipales](#)
- [An Introduction to Small Claims Court / Una Introducción Al Juzgado De Demandas De Cuantía Menor](#)

KCDC shall make available such forms at appropriate locations in document form at each location and on the court's website. Information posted on the court's website for such forms shall be made accessible in the language the form is translated into.

For any local forms that KCDC has yet to translate, the court may:

- ☒ Provide sight translation of the form using bilingual staff
- ☒ Provide information regarding the content of the form using bilingual staff.
- ☒ Have an in-person interpreter sight translate the form if one is available.

*Offer machine translation if the LEP person agrees.

D. Providing Emergency Information to LEP Court Customers

KCDC is responsible for taking reasonable steps to ensure that LEP and D/HH/DB individuals have meaningful access to emergency information should an emergency situation arise. The court provides such information in the following ways:

- ☒ There are universally understood emergency signs located in strategic places throughout the all courthouse buildings;
- ☒ Emergency exits are clearly marked
- ☒ Evacuation map(s) are located in visible public area points with an additional indication (directions?) using the most common non-English language spoken in the area to designate the evacuation map(s), in addition to English

VI. TRAINING

In order to ensure the successful delivery of language access services, KCDC is committed to providing training for all judicial and court staff members who have contact with LEP and D/HH/DB individuals. The court will provide staff training on all requirements in this LAP. Training efforts will include initial training for new staff on the requirements of the current LAP and annual training for existing court personnel that addresses any revisions made to the LAP. Training includes:

- Overview of Interpreter Web Application – Scheduling Interpreters
- Language Access Plan
- Interpreter Services Duties
- Interpreter Expectations, Code of Conduct, Roles of Interpreters, Modes of Interpreting
- Interpreter Commission Function
- Certified, Registered, Qualified Languages
- Interpreter Invoice and Billing

Resources and information regarding language access services, policies and procedures and tools for providing language assistance (such as bench cards, language identification guides, brochures, etc.) are available to all court staff and decision makers at:

- ☒ KCDC intranet
- ☒ KCDC Interpreter Services staff

VII. COMPLAINT PROCESS FOR NON-COMPLIANCE

1. Complaints Against Local Court

This specific complaint process is designed to bring to the local court's attention, and if necessary, the Interpreter Commission, to allegations filed by LEP or D/HH/DB parties that the local court is out of compliance with the its own Language Access Plan, any applicable federal statutes or regulations, state statutory provisions, such as chapters 2.42 or 2.43 RCW and/or any applicable state or local court rules. This is an informal process whereby the Commission may be involved in providing consultation and guidance to LEP parties and local courts in resolving and removing barriers to language access services and resources.

LEP and D/HH/DB individuals are encouraged to first file a complaint with the local court using local court customer complaint filing procedures. The local court complaint rules are as follows:

A. Local Court Complaint Process

1. The complaint is submitted to King County District Court, Interpreter Services:
King County District Court
Central Services – Interpreter Services
516 Third Ave, Room W1034
Seattle, WA 98104
Phone: (206) 477-1760
InterpreterCoordinator.KCDC@kingcounty.gov
2. The complaint is reviewed, and if appropriate, forwarded to the Presiding Judge for review and decision on whether the Presiding Judge resolves the complaint internally or submits the complaint to the Court Interpreter Commission for further action.
3. The Court will respond to the complaint within 5 business days.
4. The Presiding Judge will respond to the complaint in writing outlining the resolution. If the Presiding Judge is unable to resolve the issue or the resolution is unsatisfactory to the person submitting the complaint, the complaint will be referred to the Court Interpreter Commission.

VIII. PUBLIC NOTIFICATION AND EVALUATION OF LAP

A. LAP Approval & Notification

The KCDC LAP has been approved by the KCDC Executive Committee, and a copy has been forwarded to Washington State Administrative Office of the Courts' Interpreter Program Coordinator. Any revisions to the LAP shall be submitted to the KCDC Executive Committee for approval and then forwarded to the Interpreter Administrative Assistant. Copies of KCDC LAP shall be provided upon request. In addition, the court shall post its LAP on its own website at:

[**Interpreters - District Court - King County, Washington**](#)

B. Outreach and Communication of Plan

KCDC shall inform the public of the existence of the LAP and will:

- ☒ Translate vital outreach materials into the Top 5 languages (As determined by who?).
- ☒ Establish mechanisms for obtaining feedback from the interpreters, public, attorneys, and justice partners regarding the implementation and effectiveness of the administrative protocol and take this feedback into account at the yearly evaluation of the protocol.

- ☒ Make the LAP available via the KCDC Website

C. Annual Evaluation of the LAP

KCDC will conduct a biennial needs assessment to determine whether changes to the LAP are needed. The court will continue to communicate on an ongoing basis with stakeholders, including interpreters, LEP and D/HH/DB persons, attorneys, and the public in the following manner(s):

- King County District Court Website
<https://www.kingcounty.gov/courts/district-court.aspx>

This assessment, implementation and ongoing review of the LAP will be done quarterly by Interpreter Services and annually by the KCDC DEI Committee by reviewing various areas in which the court provides language access services including translations. These reviews will take into consideration, at a minimum, the number of interpreters requested by language in the courts and the identification of emerging changes in the languages spoken or signed within the court's local population as identified by any informational means or by other methods including the KCDC Interpreter Web application. Any revisions are brought before the KCDC Executive Committee of Judges for approval.

Elements of the assessment evaluation shall include:

- ☒ Number of LEP or D/HH/DB persons requesting court interpreters.
- ☒ Assessment of current language needs to determine if additional services or translated materials should be provided.
- ☒ Assessing whether staff members adequately understand LAP policies and procedures and how to carry them out.
- ☒ Gathering feedback from LEP and D/HH/BD communities around the state via the KCDC Website.
- ☒ Identification of challenges or trends KCDC is experiencing with providing language access services.

Any revisions made to the Plan will be communicated to all court personnel, and an updated version of the plan will be posted on the court's web site. In addition, KCDC will submit a copy of any updated information contained in this LAP to AOC within 60 days of its approval by the Executive Committee.

D. Ideas for Future Improvements in Language Access

KCDC will review the results of its biennial needs assessment and conduct the following activities:

- ☒ Identify any challenges or trends the court is experiencing with providing language access services, sourcing of interpreters, document translation tasks, and website information that is accessible to LEP and D/HH/DB individuals.
- ☒ Engage in collaborative efforts with other courts to improve and coordinate interpreter scheduling and resources and explore a plan for shared interpreters.
- ☒ Identify and implement changes or improvements identified by the court to improve language access services that are within the scope of this LAP

LAP Contact Person

State Contact:

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AOC Interpreter Program
1206 Quince Street SE
PO Box 41170
Olympia, WA 98504-1170
James.wells@courts.wa.gov

Local Contact:

King County District Court
Central Services – Interpreter Services
516 Third Ave, Room W1034
Seattle, WA 98104
Phone: (206) 477-1760
InterpreterCoordinator.KCDC@kingcounty.gov

The effective date of this Language Access Plan is October 1, 2024
This Language Access Plan was revised and approved by the KCDC Executive Committee on October 18, 2024.

ATTACHMENT A

KING COUNTY DISTRICT COURT LOCATIONS		
KING COUNTY COURTHOUSE 516 THIRD AVE, RM E-327 SEATTLE, WA 98104	AUBURN COURTHOUSE 340 E MAIN STREET #101 AUBURN, WA 98002	BELLEVUE COURTHOUSE 1309 114 th Ave. S.E., Suite 100 BELLEVUE, WA 98004
BURIEN COURTHOUSE 601 SW 149 TH STREET BURIEN, WA 98166	ISSAQUAH COURTHOUSE 5415 220 TH AVE SE ISSAQUAH, WA 98029	MRJC COURTHOUSE 401 4 TH AVE N, ROOM 1A KENT, WA 98032
REDMOND COURTHOUSE 8601 160 TH AVE NE REDMOND, WA 98052	KING COUNTY DISTRICT COURT OFFICE OF PRESIDING JUDGE 516 THIRD AVE, RM W-1034 SEATTLE, WA 98104	SHORELINE COURTHOUSE 18050 MERIDIAN AVE N SHORELINE, WA 98133
VASHON COURTHOUSE 8601 10011 S.W. BANK ROAD VASHON, WA 98070		

WWW.KINGCOUNTY.GOV/COURTS/DISTRICTCOURT

ATTACHMENT B

Spanish
Financial Statement Sheet
Law Enforcement Information
Motion and Declaration for Waiver of Civil Fees and Surcharges
Protection Order
Petition for Protection Order
Reissuance of Temporary Protection Order
State of Defendants Rights of Arraignment
Temporary Protection Order

Vietnamese
Financial Statement Sheet
Law Enforcement Information
Motion to Waive Fees
Protection Order
Petition for Harassment
Order Renewing Protection Order
Temporary Protection Order

Russian
Financial Statement Sheet
Law Enforcement Information
Motion to Waive Fees
Protection Order
Petition for Harassment
Order Renewing Protection Order
Temporary Protection Order

The Court had a project to translate the following documents into Spanish, Vietnamese, Russian, Somali, Chinese (Mandarin), Korean, Ukrainian, Amharic, and Punjabi by the end of 2024. The project ended due to a lack of funding.

Background Information Sheet
How to File a Protection Order
Instructions for Petition for an Extreme Risk Protection Order
Instructions for Petition for Sexual Assault Protection Order
Petition for Protection Order
Probation Appointment Letter – Office
Probation Appointment Letter – Phone
Public Defender Information

The Court had a project to translate the following documents into Spanish, Vietnamese, Russian, Somali, Chinese (Mandarin), Korean, Ukrainian, Amharic, and Punjabi by the end of 2024. The project ended due to a lack of funding.

Small Claims Defendant's Packet Completed Dec 2024 -Bilingual Spanish

Small Claims Plaintiff's Packet Completed Dec 2024 -Bilingual Spanish

Statement of Defendant on Pleas of Guilty (After 2022) Completed Dec 2024 – Bilingual Spanish

Statement of Defendant on Pleas of Guilty (Before 2022) Completed Dec 2024 -Bilingual Spanish

Statement of Defendant's Rights – Arraignment Completed Dec 2024 -Bilingual Spanish

Time Payment Plan Completed Dec 2024 -Bilingual Spanish

Transfer to Compliance

Understanding Washington State Protection Orders & How They Can Help You

ATTACHMENT C

King County Executive Office of Equity and Social Justice Language Access Top Languages Documentation

King County's Top Languages Ranked into Three Tiers 2021 Update

	Language	Tier
First Tier: Translation Required	Spanish	1
Second Tier: Translation Recommended	Chinese*	2
	Vietnamese	2
	Somali	2
	Russian	2
	Korean	2
	Ukrainian	2
	Tagalog	2
	Amharic	2
	Arabic	2
Third Tier: Translation Encouraged	Dari	3
	Punjabi	3
	Tigrinya	3
	Japanese	3
	Marshallese	3

Key:

- First Tier:** "Public Communication Materials" must be translated into target language, in specific instances spelled out in the Executive Order and where practicable.
- Second Tier:** Translation of Public Communication Materials is recommended, depending on target audience.
- Third Tier:** Translation of Public Communication Materials is encouraged, depending on target audience.

Research on languages spoken in King County used five different sources to identify the most common languages. Spanish is spoken by far more people than any other language, and occupies the first tier. Nine other languages are the next most frequently spoken by county residents, forming a second tier. A third tier is made up of five additional languages spoken by smaller numbers in particular communities.

See accompanying page for more information about data sources and the three tiers methodology.

New for 2021: Several of the data sources included in this analysis were collected before or during the COVID-19 pandemic. To supplement this data, a separate chart showing requests for language assistance received on King County's COVID information line since April 2020 is included on page 2.

ATTACHMENT D

King County District Court Interpreter Web Data

2024-2025		
Language	Percentage Used	Sum of Case Count
Spanish	57.2%	7,268
Mandarin (Chinese)	5.7%	730
Russian	4.6%	586
Vietnamese	3.2%	411
Punjabi	2.2%	285
Marshallese (Micronesia)	1.8%	225
Ukrainian	1.7%	210
Amharic	1.5%	184
Arabic	1.4%	182
Farsi	1.4%	172
Korean	1.2%	153
Cantonese	1.1%	142
Somali	1.1%	140

ATTACHMENT E

Bench Card:

<https://www.courts.wa.gov/content/publicUpload/Interpreters/BenchCard.pdf>

GR 11.2 – Code of Professional Responsibility for Judiciary Interpreters

https://www.courts.wa.gov/court_rules/pdf/GR/GA_GR_11_02_00.pdf

GR 11.3 – Remote Interpretation

https://www.courts.wa.gov/court_rules/pdf/GR/GA_GR_11_03_00.pdf

GR 11.4 – Team Interpretation

https://www.courts.wa.gov/court_rules/pdf/GR/GA_GR_11_04_00.pdf

Remote Interpreting Best Practices

https://www.courts.wa.gov/programs_orgs/pos_interpret/content/pdf/Remote%20Interpreting%20Best%20Practices.pdf

Telephone Interpreting Best Practices

<https://www.courts.wa.gov/content/publicUpload/Interpreters/Telefone%20Interpreting%20-%20Best%20Practices.pdf>

ATTACHMENT F

Protocol for Translators of State Court Forms Adopted by the Interpreter Commission, March 2008

Qualification Requirements

- Certification by a national translation organization or academic program; **or** five years of legal translation work experience.
- Translators must provide five work references and five samples.
- Certification or Registration as a Court Interpreter is preferable but not required.

Procedural Requirements

- The primary translator will use an editor, qualified as a translator, to review the work product for accuracy and completeness.
- 1 additional reviewer, qualified as a translator, shall review the work product for accuracy and completeness. If an editor is not utilized, then 2 additional reviewers shall review the document for accuracy and completeness.
- A glossary of terms used must accompany each completed assignment. Translators will be required to use the master glossary that is developed.
- Translators must adhere to the NAJIT's code of ethics. (www.najit.org)

Note: These criteria apply equally to translation services contracts resulting from sole source and request for proposal procurement methods.