



# Superior Court of Placer County

## Court Interpreter Program—Information Sheet

### Who Is Eligible for a Court Interpreter?

Court Interpreters are provided at no cost when appointed by the court.

- Court Interpreters are provided to a party or witness during hearings in Criminal, Traffic, Mental Health, and Juvenile matters. Only a court-appointed interpreter can be used in the courtroom.
- Court Interpreters may be provided in Civil or Family Law matters, when one is available. If a court-appointed interpreter is not available, the parties may arrange for their own (note: the court will not allow children to interpret family law proceedings).
- Court Interpreters are not guaranteed when interacting with the court's Self-Help Center or Clerk's Office. When an in-person interpreter is not available, court staff may use a telephone-based interpretation service.

### How to Cancel a Request for an Interpreter

If an interpreter has been requested and is no longer needed, you must do the following:

- Notify the Interpreter Coordinator **at least 48 hours before the court hearing** via phone at (916) 408-6027 or via email at: [jgong@placer.courts.ca.gov](mailto:jgong@placer.courts.ca.gov).
- Failure to notify the court of a cancellation may result in an order to pay cancellation fees.

For more information, see [Placer Superior Court Local Rule 10.14 Court Interpreters](#).

### How to Request an Interpreter

You or your attorney may ask for an interpreter:

- At the court clerk's counter when filing your case.
- At the time of your hearing.
- You may also file form [PL-CW005](#) - Request for Interpreter (Civil and Family Law).
  - ◇ To file the form, go to the courthouse and give the form to a staff member at the Court Clerk's Office.
  - ◇ You can also mail the form to:  
Attention: Interpreter Coordinator  
P.O. Box 619072 Roseville, CA 95661.

**You must ask for an interpreter each time you want an interpreter in court with you and at least one (1) week before your hearing.**

### Other Important Information

- Court Interpreters will interpret everything said without adding or changing anything.
- Court Interpreters cannot give you legal advice.
- Court Interpreters cannot talk privately with you, your family, or your friends.
- Court Interpreters who are no longer assisting in a courtroom **must** report to the Interpreter Coordinator Office. Attorneys and parties should not tell the interpreters to leave the courtroom or ask the interpreters to help with other cases or conversations.