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 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.

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) 408-6062 or via email at: coguinn@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.

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.