



## Tennessee Judge's Bench Card Qualifying Court Interpreters for Limited English Proficiency (LEP) Cases

\*The AOC has funding to pay for interpreter costs:

1. During court hearings in juvenile, general sessions, trial and appellate courts
2. Whether the case is a civil case or a criminal case
3. Whether the parties are found indigent or not

### Determining the Language Spoken

#### Step 1

If you need to determine the language spoken by an individual, you may refer the individual to the **Language Identification Flashcard** developed by the U.S. Census Bureau, <http://www.lep.gov/ISpeakCards2004.pdf>. The individual can check or point to the box that indicates which language he/she speaks. Once the language has been identified, a court interpreter can be appointed if necessary.

### When Should a Non-Credentialed Interpreter be Appointed?

A non-credentialed interpreter may be appointed only if neither a certified nor a registered interpreter is reasonably available AND "the court has evaluated the totality of the circumstances including the gravity of the judicial proceeding and the potential penalty or consequence involved." (SCR 42) If a language is not listed on the court roster, services of a non-credentialed interpreter may be utilized.

### Appointing an Interpreter

#### Step 2

Appointing an interpreter is a matter of judicial discretion. The court shall, pursuant to SCR 42, appoint an interpreter according to the following preferences:

- (1) Certified
- (2) Registered
- (3) Non-Credentialed

It is important to appoint according to preferences as certified interpreters have passed all credentialing requirements. Registered interpreters are either waiting to take the oral exam or have not passed all parts. Non-credentialed interpreters either have not been tested or have not passed exams to become Registered.

### Who is Responsible for Securing the Services of an Interpreter?

The Supreme Court rules do not specify whether the counsel, party, or court is required to secure the services of an interpreter. The trial court can resolve this matter by issuing an order placing the burden on the person or persons the court deems appropriate. The judicial district may wish to consider adopting a local rule which sets out who has responsibility for securing the services of an interpreter.

### Locating a Certified or Registered Interpreter

#### Step 3

The AOC maintains a roster of interpreters at [www.tncourts.gov](http://www.tncourts.gov). At the top of the AOC webpage, put your cursor on "Programs". A drop down menu appears – click on "Court Interpreters". On the left hand side of the page, click on "Find a Court Interpreter". Follow instructions to find a list of interpreters for the language needed. The roster is arranged alphabetically by city. If no interpreter is listed on the roster for the language you need, please contact the AOC at (615) 741-2687.

**\*\*Credentialed interpreters are willing to travel statewide. Should there not be a credentialed interpreter in your county, please contact one in another locality.**

### When to Use Multiple Interpreters

If the court expects the hearing or trial to last for several hours or days, the court may wish to appoint two interpreters. Due to the level of concentration required to accurately conduct a simultaneous interpretation, interpreters require frequent breaks. If the court appoints two interpreters, they can conduct a continuous interpretation by alternating, thereby allowing the court to conduct the proceedings without unnecessary delays or interruptions.



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**Voir Dire to Determine Qualifications of an Interpreter**

Prior to commencing the proceeding, the interpreter should be qualified on the record. If the interpreter is certified or registered, the judge may want to use a more abbreviated voir dire. A list of potential voir dire questions follow.

- Do you know or are you related to the defendant, counsel, witnesses, or any party to this case?
- Are you aware of any reason that your impartiality may be questioned?
- Do you speak \_\_\_\_\_?
- Can you read and write both languages?
- Have you completed any training to qualify you as in interpreter? If so, please describe.
- Have you been qualified as an interpreter by any court?
- Do you have any experience in simultaneous interpreting?
- Do you have any experience in consecutive interpreting?
- Do you understand that as an interpreter you must interpret everything, and that you may not summarize the testimony or other proceedings?

Have you had an opportunity to speak with the defendant(s) or witness (es)?

**Interpreter Compensation**  
**Spanish**

Certified interpreters are compensated at a rate not to exceed \$50 per hour, with a \$500 daily max.

Registered interpreters are compensated at a rate not to exceed \$40 per hour, with a \$400 daily max.

Non-credentialed interpreters are compensated at a rate not to exceed \$25 per hour, with a \$250 daily max.

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Interpreters are also paid a 2 hour minimum per day if in-court interpretation is provided. Travel time is included within the 2 hour minimum.

Review or transcription/translation of audio or video tapes is compensated according to the rates above.

Document translation is compensated at a rate of \$.20 per word.

**Interpreter Compensation**  
**Languages Other Than Spanish (LOS)**

LOS Interpreters are compensated at a rate not to exceed \$75 per hour, and the maximum per day rate of \$500 unless a court makes written findings that a higher maximum hourly/per day rate is inadequate to secure the services of a qualified interpreter for an LOS interpreter.

**Rules that Govern the Appointment, Credentialing, and Compensation of Interpreters**

Tenn. S. Ct. Rules 41 and 42  
Tenn. R. Evid. 604  
Tenn. Code Ann. § 16-3-813

**For more information contact:**

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