

Have feedback or concerns about interpreting services?

- Find the Feedback Form online at mdcourts.gov/courts/courtlanguageservices
- Submit the Feedback Form to Court Interpreter Program
2001 E/F Commerce Park Dr.
Annapolis, MD 21401

For more information

- Maryland Judiciary Language Portals: mdcourts.gov/languageportals/index.html
- Access to Justice Department/ Court Interpreter Program: 410-260-1291



DO YOU NEED A COURT INTERPRETER?



THE MARYLAND JUDICIARY provides court interpreters for hearings and proceedings conducted in court, as well as certain court-related services and events. Interpreters are provided at no cost for individuals who are parties or witnesses in civil, criminal, and juvenile proceedings.

- Only court-appointed interpreters can serve as official interpreters in the courtroom.
- Family or friends cannot serve as official court interpreters.

How do you request a court interpreter?

- Request an interpreter for your hearing 30 days before the court date, if possible.
- Fill out a Request for Spoken Language Interpreter (Form CC-DC-041).* If requesting a sign language interpreter, use the Request for Accommodation for Person with Disability (Form CC-DC-049).* Forms are available at the court's information desk or online at mdcourts.gov. You may also ask your attorney to fill out the form for you.
- Submit the form by mail or in person to the clerk's office of the court where your hearing is scheduled.
- If you are a party in the case, you only need to submit a single Request form. Once the court receives your first timely request, the court will assign an interpreter for all proceedings at which you are expected to appear. Other interested persons (victims and witnesses) must submit a new Request form for each proceeding.

* For requests at the Baltimore City Circuit Court, please go to baltimorecitycourt.org for specific information on how to request an interpreter.





What can you expect?

- The interpreter may speak with you before the hearing begins to make sure that you understand each other.
- Interpreters sometimes use special equipment in the courtroom. The interpreter will briefly explain to you how it works.
- If there is anything that you do not understand during the court proceedings, inform the judge immediately through the interpreter.
- When the judge or attorneys ask you questions, the interpreter will interpret everything you say into English.
- The interpreter will use the first person during interpretation. He or she will say "I" when interpreting what you are saying, and will refer to him/herself as "the Interpreter."
- After asking the judge's permission, the interpreter may ask you to repeat or clarify your statements.
- If you speak fast or give long answers, the interpreter may ask you to pause to allow for interpretation.

What are court interpreters NOT allowed to do?

- Give legal advice.
- Explain court proceedings.
- Advise you how to answer questions.
- Talk to you about your case in the courtroom or outside the courtroom.
- Answer questions about what will happen in court.
- Have private conversations with you or your family.

Do you need an interpreter to communicate with court staff outside the courtroom?

The Maryland Judiciary offers telephone interpretation services at the court clerk's office. The clerk's office has I-Speak cards to help you. When you ask for the assistance of an interpreter, say the name of the language you speak or point to your language on the Language Line Poster, Maryland Judiciary Language Card, or I-SPEAK Card. The court employee will arrange for an interpreter to assist you by phone. Telephonic interpretation in the courthouse is provided at no cost.

How are court interpreters appointed?

The Maryland Judiciary maintains a Court Interpreter Registry. Once you submit the completed Request form to the clerk's office, court staff will arrange for a court interpreter selected from the Registry to be present during your hearing. Interpreters on the Registry have passed a series of examinations and have attended court interpreter training.

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and changing
world



IMPORTANT

It is your responsibility to notify the clerk's office if you no longer need an interpreter.

If you do not notify the court, or if you do not come to court for a scheduled hearing, the judge may assess the interpreter costs to you.