

District Court, Weld County, State of Colorado Court Address: 901 9 th Avenue, Greeley, CO 80631 Mailing Address: P.O. Box 2038, Greeley, CO 80632-2038	<p style="text-align: center;">▲ COURT USE ONLY ▲</p>
ADMINISTRATIVE ORDER NO. 2015-10	
	Case Number: 2015 CV 01 Division 1
	PARTIES TO PROVIDE NOTICE TO THE COURT WHEN THE SERVICES OF A COURT INTERPRETER ARE NEEDED

During Fiscal Year 2015, court interpreters in the 19th Judicial District were present for 8,161 events in the Weld County Combined Courts and 29 different languages were spoken. Pursuant to Chief Justice Directive 06-03, as modified on June 28, 2011, “the court shall assign and pay for language interpretation for all parties in interest during or ancillary to a court proceeding.” A “party in interest” includes a party to a case; a victim; a witness; the parent, legal guardian, or custodian of a minor party; and the legal guardian or custodian of an adult party. CJD 06-03, Section I.K. A court proceeding for which an interpreter will be provided includes any hearing, trial or other appearance before any Colorado state court in action, appeal, or other proceeding, including any matter conducted by a judicial officer. An interpreter, or a pair of interpreters if the hearing or trial is scheduled to last for 2 hours or longer, will be provided. The 19th Judicial District also provides interpreters for persons utilizing the Court Information Center and the Clerk’s Office.

To ensure all parties are provided access to the courts and judicial process, it is of paramount importance that persons needing the assistance of a court interpreter are provided such services. The purpose of this administrative order is to establish a uniform procedure in the 19th Judicial District for a party in interest to notify the court in writing that an interpreter is needed, with advance notice prior to the date the interpreter is needed, when practicable, to allow for sufficient time to schedule an interpreter.

If an interpreter is required for a case or other court-related matter, the attorney or party, if self-represented, should notify the court in writing at least seven (7) days prior to the court proceeding or event for which an interpreter is required, if practicable, and include the name(s) of the person(s) needing an interpreter and the specific language being requested (e.g. Spanish, American Sign Language, Russian, etc.). Notice in advance of the court date of the need for an interpreter allows the court time to make arrangements for an interpreter, but the court understands that advance notice is not always possible. The court will endeavor to provide an interpreter in all cases, regardless of whether advance notice was provided, but there may be

occasions when arrangements for interpretation services cannot be made on short notice and a continuance of the case or event may be necessary.

Please complete and file the Notice to the Court attached to this administrative order if an interpreter is needed for the case. You may also submit your request electronically at the 19th Judicial District webpage:

https://www.courts.state.co.us/Courts/District/Index.cfm?District_ID=19

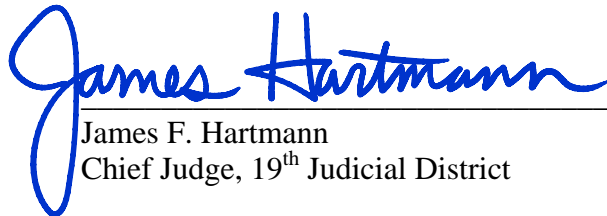
Once at the webpage, please click “request and interpreter” found on the left side of the page to access the request form.

Once a party has requested the services of an interpreter, it is that party’s responsibility to notify the court if those services are no longer needed, for example if the case is continued or settlement is reached. Cancellation notification must be provided to the court at least seventy-two (72) hours prior to the date of the scheduled court proceeding, if possible. If interpreter services are cancelled within seventy-two (72) hours (including non-business hours) of the assignment start time, and rescheduling has not been possible, the interpreter(s) must be paid for the scheduled time up to a maximum of sixteen (16) hours corresponding to the first sixteen (16) hours of the shift assignment.

This administrative order applies to all case types and proceedings in the District and County Courts in the 19th Judicial District.

Dated: July 29, 2015.

BY THE COURT:


James F. Hartmann
Chief Judge, 19th Judicial District

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Parties: _____, v. _____	
NOTICE TO THE COURT OF THE NEED FOR A COURT INTERPRETER	

Pursuant to 19th Judicial District Administrative Order 2015-10, notice is hereby provided to the court that a court interpreter is needed for this case.

1. The language(s) requested is/are (please list all languages requested):

2. The person needing a court interpreter is a (please check all that apply):

- Party
- Witness
- Victim
- Parent, custodian or guardian of a minor party or victim
- Legal guardian or custodian of an adult

3. The name(s) of the person(s) who need an interpreter are:

Submitted by:

 Printed name

 Signature

 Date