

EIGHTH JUDICIAL DISTRICT

ADMINISTRATIVE POLICY 40

**COURT INTERPRETER/DEPUTY COURT ADMINISTRATOR
ALLOTTMENT OF TIME**

The following is established for the utilization of the Eighth Judicial District Court Interpreter/Deputy Court Administrator position.

1. Scheduling.

Court administration shall contact the interpreter directly when any interpreter services are needed. The interpreter will coordinate the scheduling of non-Spanish interpreters for the Eighth Judicial District. The interpreter will also coordinate the scheduling of Spanish interpreters when there is a scheduling conflict.

2. Scheduling Conflicts

If services are needed at the same time in different counties of the district, the interpreter will review each situation to determine the priority hearing. The review process will include length of case, location and availability of alternate interpreter services. The review process will evaluate whether or not interpreter services can be provided via telephone, if agreed to by the presiding judge. In these conflict situations, calendars will be closely monitored so changes can be made if court calendars change.

3. Priority of Assignment

Priority for the interpreter's time will be given to trials. Other court hearings requiring Spanish interpreting will be scheduled as necessary. The interpreter will be assigned to arraignment court as needed in the counties of the Eighth Judicial District that have a higher need for the interpreter's services. These

counties are Kandiyohi, Renville, Meeker and Tri-County arraignments held in Chippewa County.

If services are needed for arraignment court in other areas of the district, the court administrator shall contact the court interpreter.

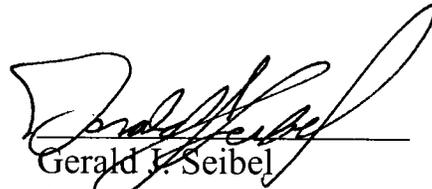
4. Assignment to Court Administration

The interpreter will be assigned to assist in court administration offices throughout the Eighth Judicial District when there is no need for interpreter services. Assignment will be based on the Eighth Judicial District workshare policy.

5. Non-Court Interpreting

The interpreter is allowed to interpret outside of the courtroom for other agencies, such as probation and public defense, if time permits and the Interpreter Code of Ethics is followed.

Dated: 10/2/00


Gerald J. Seibel
Chief Judge
Eighth Judicial District