
**Administrative Order Establishing an Interpreter
Prehearing Attorney-Client Meeting Process**

WHEREAS, Minn. Stat. §484.69 subd. 3, the Chief Judge of the Second Judicial District has general administrative authority over the courts in the Second Judicial District; and

WHEREAS, pursuant to section II.A of Judicial Council Policy 513, court interpreters may be reimbursed for interpreting prior to and after court sessions. The policy defines a “court proceedings” as “The court session itself, plus interpreting for parties, attorneys and witnesses immediately prior to the court session, during breaks in the court session, or immediately after the court session”; and

WHEREAS, in November 2019 the Judicial Council adopted the report and recommendations of the Court Interpreter Services Workgroup. At page 29 n2, the report references section II.A of Judicial Policy 513 and states: Although the policy does not prescribe a length for these conferences, up to fifteen minutes is widely accepted as reasonable; and

WHEREAS, remote hearings requiring use of a court interpreter present unique logistical challenges and cannot be conducted efficiently unless the court interpreter has the authorized pre-hearing meeting at a scheduled time rather than immediately before the hearing; and

WHEREAS, pursuant to a standing order by Chief Judge John Guthmann, for the duration of the COVID-19 declared emergency, where remote hearings were prevalent, the Second Judicial District allowed for the pre- and post-hearing services to be combined into one 30-minute block and allowed for those services to take place at a time other than “immediately” before or after the scheduled hearing; and

WHEREAS, the Minnesota Judicial Branch’s COVID-19 declared emergency ended on June 6, 2022; and

WHEREAS, pursuant to Minnesota Judicial Branch Policy 525, remote hearings remain prevalent.

NOW, THEREFORE, IT IS HEREBY ORDERED:

1. The Second Judicial District shall continue providing the court interpreter services permitted by policy 513, including those that take place 15 minutes immediately before and 15 minutes after a court proceeding or the pre- and post-hearing services may be combined into one 30-minute block and may take place at a time other than “immediately” before or after the scheduled hearing.

2. Court-provided remote interpreter meetings shall be conducted on court provided phone bridges or other technology as assigned by court administration.
3. The court interpreter's reimbursement for out-of-court consultation cannot exceed the 30-minutes authorized for pre- and post- hearing consultation as contemplated by Judicial Council Policy 513.
4. Attorneys shall verify with court administration the start and end times of court-provided remote interpreter meetings upon their conclusion, to ensure proper billing for the interpreter services.
5. This Administrative Order supersedes former Chief Judge John Guthmann's Order dated May 1, 2020, and is effective as of June 6, 2022 and remains in full force and effect until otherwise rescinded or amended by a further court order.

Dated: June 23, 2022

BY THE COURT:

A handwritten signature in black ink, appearing to read 'Leonardo Castro', written over a horizontal line.

Leonardo Castro
Chief Judge
Second Judicial District