



**COURT ADMINISTRATOR'S OFFICE  
THIRTY-NINTH JUDICIAL DISTRICT OF PENNSYLVANIA  
FRANKLIN/FULTON COUNTIES**

**MARK SINGER**  
COURT ADMINISTRATOR  
39<sup>TH</sup> JUDICIAL DISTRICT

157 LINCOLN WAY EAST  
CHAMBERSBURG, PA 17201  
(717) 261-3848  
FAX: (717) 261-3854  
T.D.D.: (717) 264-8474

**AIMEE R. COOK**  
DEPUTY COURT ADMINISTRATOR  
**ANGELA J. STONER**  
DEPUTY COURT ADMINISTRATOR

**MEMORANDUM**

**To:** All Practicing Attorneys – 39<sup>th</sup> Judicial District  
**From:** Mark Singer, District Court Administrator, 39<sup>th</sup> Judicial District  
**RE:** Pennsylvania Interpreter Act  
**CC:** Board of Judges, 39<sup>th</sup> Judicial District  
Aimee Cook & Angela Stoner, Deputy Court Administrators  
**Date:** March 8, 2018

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Enclosed you will find a memorandum dated February 14, 2018 from Mary Vilter, Esquire, Coordinator for Court Access regarding *Amended Regulations Under Pennsylvania Interpreter Act* and related attachments.

In addition and as a reminder – Any requests for the services of an interpreter for all in court proceedings should be made via the enclosed interpreter request form(s).

Completed form(s) should be sent to Angela Stoner, Deputy Court Administrator, c/o the Court Administrator's Office. They can be dropped off at the office, submitted via email at [ajstoner@franklincountypa.gov](mailto:ajstoner@franklincountypa.gov) or submitted by fax at 717-261-3854.

Interpreter requests should be made as soon as the need for an interpreter is identified. A request shall be made for each scheduled court proceeding throughout the duration of the case.

Once a request is submitted, the Court Administrator's Office will make every effort to ensure the presence of an interpreter in the requested location for the identified hearing.

If Court Administration does not receive the appropriate request form an interpreter may not be available to assist.

Please allow sufficient time to process the request.

Interpreter request forms can be found using the following link:  
[http://www.franklincountypa.gov/index.php?section=courts\\_forms](http://www.franklincountypa.gov/index.php?section=courts_forms)

*Thank you for your attention to this memorandum.*



ADMINISTRATIVE OFFICE of PENNSYLVANIA COURTS

**TO:** District Court Administrators  
Language Access Coordinators

**FROM:** Mary Keane Vilter, Esq. *MKV*  
Coordinator, Court Access

**DATE:** February 14, 2018

**RE:** Amended Regulations Under Pennsylvania Interpreter Act

With the approval of the Supreme Court, the Court Administrator has amended the regulations under the Pennsylvania Interpreter Act, effective March 1, 2018. See attached. These amendments bring the regulations into conformity with the Court Administrator's memo of August 2014, (attached), clarifying the obligation to provide and pay for interpreters for principal parties in interest in civil as well as criminal matters. The amendments also conform the regulations with existing practice as confirmed by a recent poll of representative judicial districts regarding provision of interpreters for parents, guardians, and custodians of minor or incapacitated parties, direct victims, juveniles, and witnesses. Specifically, the revised regulations require that courts provide and pay for an interpreter for:

A parent, guardian, or custodian of a minor or incapacitated person who is:

- i) a party;
- ii) a direct victim in a criminal proceeding or a proceeding pursuant to 42 Pa.C.S. Ch. 63 [relating to juvenile matters]; or
- iii) a witness.

Please share this information with judges and relevant staff in your judicial district. As always, feel free to contact me with any questions or concerns.

**Cc:** President Judges  
Thomas B. Darr, Court Administrator of Pennsylvania  
Andrea B. Tuominen, Assistant Court Administrator of Pennsylvania  
Osvaldo Aviles, Interpreter Program Administrator



**Title 204 – JUDICIAL SYSTEM GENERAL PROVISIONS**

**PART VII. ADMINISTRATIVE OFFICE OF PENNSYLVANIA COURTS**

[204 PA. CODE CH. 221]

**ADMINISTRATIVE REGULATIONS GOVERNING COURT INTERPRETERS FOR  
PERSONS WITH LIMITED ENGLISH PROFICIENCY AND FOR PERSONS WHO ARE  
DEAF OR HARD OF HEARING**

In accordance with Judicial Code, 42 Pa.C.S. §§4411 and 4431, the *Administrative Regulations Governing Court Interpreters for Persons with Limited English Proficiency and for Persons Who Are Deaf or Hard of Hearing* have been amended by the Court Administrator of Pennsylvania in the attached form and shall be effective March 1, 2018. Additions to the regulations are shown in bold and are underlined. Deletions from the regulations are shown in bold and brackets. The regulations can be found on the interpreter certification webpage located at <http://www.pacourts.us/judicial-administration/court-programs/interpreter-program>.

Filed in the Administrative Office of Pennsylvania Courts on February 12, 2018.

A handwritten signature in black ink, appearing to read 'T. Darr', followed by a horizontal line.

THOMAS B. DARR  
Court Administrator of Pennsylvania

# **Administrative Regulations Governing Court Interpreters for Persons with Limited English Proficiency and for Persons Who Are Deaf or Hard of Hearing.**

## **Chapter 1 General Provisions**

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### **§102 Definitions**

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- (g) *Immediate family member* means a person other than a principal party in interest who is a spouse, child, parent, grandparent or guardian of a principal party in interest.

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- (o) *Principal party in interest* means a person involved in a judicial proceeding who is:

- (1) a named party or a fiduciary for a named party;
- (2) a direct victim in a criminal proceeding or a proceeding pursuant to 42 Pa.C.S. Ch. 63 (relating to juvenile matters);
- (3) a parent, guardian, or custodian of a minor or incapacitated person who is:
  - (i) a party;
  - (ii) a direct victim in a criminal proceeding or a proceeding pursuant to 42 Pa.C.S. Ch. 63; or
  - (iii) a witness.

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Comment: See 42 Pa. C.S. § 6302, defining “custodian” as “[a] person other than a parent or legal guardian, who stands in loco parentis to the child, or a person to whom legal custody of the child has been given by order of a court.” See also Pa.R.C.P. 76, which defines fiduciaries to include “an executor, administrator, guardian, committee, receiver, trustee, assignee for the benefit of creditors, and any other person, association, partnership, or corporation, acting in any similar capacity.” Pa.R.C.P. 2051 defines “incapacitated person” to include “an adult whose ability to receive and evaluate information effectively and communicate decisions in any way is impaired to such a significant extent that the person is partially or totally unable to manage financial resources or to meet the essential requirements for physical health and safety.”

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## **§107 Cost of Providing Interpreters for Persons with Limited English Proficiency**

- (a) General rule. -- An interpreter appointed pursuant to § 203 for a principal party in interest or a witness is entitled to a reasonable fee for interpreter services and shall be reimbursed for actual and reasonable expenses by the county of the court or the appellate court that has jurisdiction over the judicial proceeding in accordance with the compensation schedule approved by the Court Administrator pursuant to 42 Pa.C.S. § 4411 (d). In no event shall the costs of providing interpreter services be the responsibility of the person who is limited English proficient.
- (b) Assignment of costs. -- In those cases where appointment of an interpreter is discretionary as specified in section 203(d) regarding appointment of interpreters for immediate family members, the presiding judicial officer may order reimbursement by the family member to the county of the court or the appellate court that has jurisdiction over the judicial proceeding for which the interpreter was appointed for its responsibilities under this chapter. In determining the amount of actual and reasonable expenses to be paid to the interpreter, the presiding judicial officer shall follow the fee schedule for interpreters established by the Court Administrator.

Comment: The compensation schedule referred to in subsection (a) will be published in the Pennsylvania Bulletin and the official website of the Administrative Office of Pennsylvania Courts and will be subject to periodic review. In a judicial district comprised of more than one county, the county of the court that has jurisdiction over the judicial proceedings is the county in which the cause of action arose.

Commonwealth of Pennsylvania

vs.

Defendant

Case number: \_\_\_\_\_

### Interpreter Request Notice – Criminal

Interpreter services are hereby requested in the above captioned matter as follows:

Hearing Date: \_\_\_\_\_ Time: \_\_\_\_\_ Courtroom: \_\_\_\_\_

Location: \_\_\_\_\_ Type of case: \_\_\_\_\_

Name of person requiring the interpreter: \_\_\_\_\_

Relationship to case: ☐ Defendant ☐ Victim ☐ Witness ☐ Juvenile

☐ Parent/Person *in loco parentis* ☐ other: \_\_\_\_\_

Language (*choose foreign or deaf and provide requested information*):

☐ Foreign language spoken: \_\_\_\_\_ Dialect (if applicable): \_\_\_\_\_

☐ Deaf/hard of hearing: ☐ American Sign Language ☐ other non-ASL type: \_\_\_\_\_

Country of origin: \_\_\_\_\_ Region/Province (if known): \_\_\_\_\_

Please give a brief description of any particular condition which may affect or limit the communication skills of the person for whom the interpreter is requested:

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Print Requestor's Name

Phone

Date

Requestor's Signature

Title

In the Court of Common Pleas of \_\_\_\_\_ County

\_\_\_\_\_  
Plaintiff/Petitioner

:  
:  
:  
:  
:  
:

Case number: \_\_\_\_\_

vs.

\_\_\_\_\_  
Defendant/Respondent

**Interpreter Request Notice – Civil/Family**

Interpreter services are hereby requested in the above captioned matter as follows:

Hearing Date: \_\_\_\_\_ Time: \_\_\_\_\_ Courtroom: \_\_\_\_\_

Location: \_\_\_\_\_ Type of case: \_\_\_\_\_

Name of person requiring the interpreter: \_\_\_\_\_

Relationship to case: ☐ Defendant/Respondent ☐ Plaintiff/Petitioner ☐ Witness ☐ Child

☐ Parent/Person *in loco parentis* ☐ other: \_\_\_\_\_

Language (*choose foreign or deaf and provide requested information*):

☐ Foreign language spoken: \_\_\_\_\_ Dialect (if applicable): \_\_\_\_\_

☐ Deaf/hard of hearing: ☐ American Sign Language ☐ other non-ASL type: \_\_\_\_\_

Country of origin: \_\_\_\_\_ Region/Province (if known): \_\_\_\_\_

Please give a brief description of any particular condition which may affect or limit the communication skills of the person for whom the interpreter is requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Requestor's Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Title

**Commonwealth of Pennsylvania**  
**Magisterial District Court No. \_\_\_\_\_ of \_\_\_\_\_ County**

\_\_\_\_\_  
vs.  
\_\_\_\_\_

Case number: \_\_\_\_\_

**Interpreter Request Notice – Magisterial District Judge**

Interpreter services are hereby requested in the above captioned matter as follows:

Hearing Date: \_\_\_\_\_ Time: \_\_\_\_\_ Courtroom: \_\_\_\_\_ Location: \_\_\_\_\_

MDJ Court Address: \_\_\_\_\_

Type of case: \_\_\_\_\_

Name of person requiring the interpreter: \_\_\_\_\_

Relationship to case: 1. Criminal: ☐ Defendant ☐ Victim ☐ Witness ☐ Juvenile

☐ Parent ☐ other: \_\_\_\_\_

2. Civil: ☐ Respondent/Defendant ☐ Petitioner/Plaintiff ☐ Witness

☐ Parent/Person *in loco parentis* ☐ other: \_\_\_\_\_

Language (*choose foreign or deaf and provide requested information*):

☐ Foreign language spoken: \_\_\_\_\_ Dialect (if applicable): \_\_\_\_\_

☐ Deaf/hard of hearing: ☐ American Sign Language ☐ other non-ASL type: \_\_\_\_\_

Country of origin: \_\_\_\_\_ Region/Province (if known): \_\_\_\_\_

Please give a brief description of any particular condition which may affect or limit the communication skills of the person for whom the interpreter is requested:

\_\_\_\_\_  
Print Requestor's Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Title