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Paul Wickensimer COC GVL SC

STATE OF SOUTH CAROLINA) IN THE COURT OF GENERAL SESSIONS
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 COUNTY OF GREENVILLE)
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 IN RE:) AMENDED ADMINISTRATIVE ORDER
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 INTERPRETER PROCEDURES)
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This order serves to establish amended procedures for interpreters in all General Sessions cases before this Court. It has come to the attention of this Court that, due to last minute requests and a shortage of available certified interpreters, it has become increasingly difficult to secure an interpreter in time for court proceedings. This has caused delays in court proceedings and may serve as a delay tactic for litigants.

Therefore, the following procedures are hereby adopted as the Order of this Court:

Duties of the Requestor:


1. The *requestor* is responsible for contacting interpreters and coordinating proceeding dates/times with the interpreter directly as they would any other case party after contacting the Clerk of Court with their request. Requests should be made via email to: coccriminalrecords@greenvillecounty.org.
2. If a hearing is cancelled, the *requestor* must reschedule with the interpreter (or another interpreter) as with other case parties.
3. If no interpreter is available for the desired date/time, the *requestor* should contact the Solicitor's Office to reschedule.

Duties of the Clerk of Court's Office (General Sessions cases only):

1. Forward interpreter names and contact information to the requestor after receiving their emailed request.
2. Complete an Order of Appointment for an Interpreter and obtain the judge's signature.
3. Provide the interpreter with a copy of the Order of Appointment (if needed).
4. Send the interpreter's completed paperwork to South Carolina Court Administration for payment when the proceedings are completed.

A copy of the interpreter procedure guidelines outlined in the Clerk of Court Manual Section 1.22 is attached.

IT IS SO ORDERED.

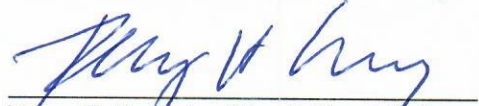
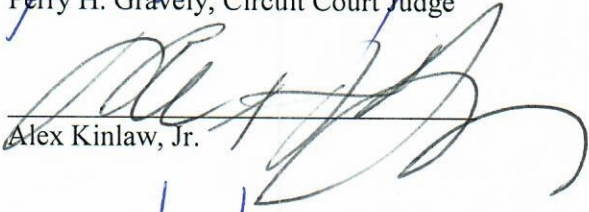


 Letitia H. Verdin, Circuit Court Judge



 Edward W. Miller, Circuit Court Judge




Robin B. Stilwell, Circuit Court Judge
Perry H. Gravely, Circuit Court Judge
Alex Kinlaw, Jr.

Dated: 1/14/19

From the Clerk of Court Manual

1.22 Court Interpreter Procedural Guidelines

The following procedures are provided as general guidelines when a deaf person or a non-English speaking person, who is a juror, witness, or a party to a legal proceeding is in need of an interpreter:

1. The clerk of court is to complete an order of appointment for an interpreter, SCCA/262, and obtain the judge's signature on the order. (A list of interpreters is available through Court Administration).
2. The clerk of court should notify the interpreter of their appointment.
3. Once the interpreter's services have been rendered, it is the interpreter's responsibility to complete a timesheet, SCCA/264, and also the Request for Payment, SCCA/263.
4. The timesheet, SCCA/264, should detail the actual hours spent interpreting at the completion of the court proceeding. Interpreters will be compensated for mileage but not for travel time.
5. The interpreter should have the completed Request for Payment form, SCCA/263, ready to be signed by the judge at the completion of the hearing, trial, or plea. It may be necessary for the clerk of court to be a conduit between the judge and the interpreter in order to obtain the judge's signature.
6. The clerk of court should mail the original or a certified true copy of these forms to Court Administration.
7. The clerk of court should retain a copy or the original of these forms for the court's record.