

# **Sixteenth Judicial Circuit Court Language Access Plan**



# Table of Contents

- I. Introduction Title VI of the Civil Rights Act of 1964
- II. Purpose/Mission of the Language Access Plan
- III. Language Access Standards

## Part 1. Interpreters and the Use of Interpreters

- Standard 1.1:** Who may interpret? And Interpreter Classifications
- Standard 1.2:** Administrative Office of the Illinois Courts Access to Justice Division
- Standard 1.3:** Interpreter Code of Ethics
- Standard 1.4:** Interpreter Rotation/Assignments
- Standard 1.5:** Jury Trials, Bench Trials, Hearings and Team Interpreting
- Standard 1.6:** Individuals who are NOT Acceptable as Interpreters in Court Proceedings
- Standard 1.7:** Interpreter/Bilingual Staff Assistance in Completing Court Forms

## Part 2. Language Access Standards for Persons Who Are Limited English Proficient (LEP)

- Standard 2.1:** Equitable Access to the Courts
- Standard 2.2:** Determining the Need for an Interpreter
- Standard 2.3:** Attorney/Client, Public Defender Conversations before Court Proceedings or in Holding Cells
- Standard 2.4:** Pretrial Court Services
- Standard 2.5:** Court-Ordered Arbitration/Mediation
- Standard 2.6:** Court-Ordered Evaluations
- Standard 2.7:** Drug and DUI Courts
- Standard 2.8:** Weddings
- Standard 2.9:** Proceedings that do not occur within the Judiciary

## Part 4. Interpretation v. Translation

- Standard 4.1** Use of Interpreters to Translate Case Materials
- Standard 4.2** What types of Documents may a Court Interpreter Translate?
- Standard 4.3** Interpretation of Phone Messages and/or Phone Audio Videos

**Part 5. Kane County Language Demographics**

**Part 6. Steps to Maintaining and Evaluating the Language Access Plan**

**Part 7. Language Access Contact Information/Courthouse Locations**

## **I. Introduction**

The requirement to provide limited English proficient (LEP) individuals with language interpreters stems from Title VI of the Civil Rights Act of 1964.

Title VI states that NO person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Title VI further states that agencies and/or organizations that receive federal assistance are required to provide oral interpretation, written translation and/or other language access services to individuals who have a limited English proficiency (LEP).

A limited English proficient person is someone whose primary language is not English and his or her ability to read, write, speak or understand English requires the assistance of a foreign language interpreter or sign language interpreter.

Both federal and state courts bear the obligation of ensuring that all LEP individuals have the opportunity to fully participate in all court proceedings and services; that equal access, protection under the law and due diligence are maintained; that the right to counsel and the guarantee of an interpreter (if needed) are upheld.

\*\*American Sign Language (ASL) and Certified Deaf Interpreters (CDI) can be present for deaf and hard of hearing individuals. The requirement to provide ASL and CDI interpreters falls under the American with Disabilities Act. Best practices for working with ASL and CDI interpreters is available in Part 3 of this Language Access Plan.

## **II. Purpose of the Language Access Plan (LAP)**

The 16<sup>th</sup> Judicial Circuit Court is committed to providing persons with limited English proficiency (LEP) meaningful access to the judiciary and other court annex services. When language barriers exist, LEP individuals cannot fully participate in the judicial process. Furthermore, when LEP individuals do not receive adequate support in court proceedings, the court is unable to make appropriate factual judicial findings.

The purpose of this Language Access Plan (LAP) is to provide a framework for the provision of timely and reasonable language assistance to LEP persons who have proceedings within the Sixteenth Judicial Circuit Court of Kane County, Illinois.

Developed in part to provide comprehensive information regarding the use of interpreters throughout the judiciary and various annex court proceedings, the LAP will clarify interpreter qualifications, modes of interpretation, the interpreter Code of Ethics and Conduct. The LAP will also provide best practice notations and a framework in which to

develop standards that will ensure meaningful access to the courts and court services for persons with limited English proficiency. This plan will also identify ways in which we can continuously improve language access services.

### **III. Language Access Standards**

#### **Part 1. Interpreters and the Use of Interpreters**

##### **Standard 1.1: Who may interpret? /Interpreter Classifications**

The 16<sup>th</sup> Judicial Circuit Courts contracts with interpreters listed on the Administrative Office of Illinois Courts (AOIC) court interpreter registry and other certified/qualified interpreters through Kane County's Interpreter Division and other outside agencies. Interpreters listed on the AOIC Court Interpreter Registry go through extensive training and testing before reaching the classification of "certified Interpreter" or "registered interpreter".

Individuals wishing to become certified or registered interpreters must first attend a two-day interpreter orientation and then take both a written exam and an oral exam. The written exam measures an individual's knowledge of court procedures and terminology while the oral sections of the exam assess an individual's linguistic accuracy and speed while interpreting from source language into a target language. The oral exam consists of three sections, sight translation, consecutive interpretation and simultaneous interpretation.

In order to receive a "Certified Interpreter" status an individual has to pass the written and the consecutive and simultaneous interpretations of the oral exam with a score of 70% or higher; and the each section of the sight translation section with a score of 65% or higher. To receive "Registered Interpreter" status an individual has to pass the written and the consecutive and simultaneous interpretations of the oral exam with a score of 60% or higher; and the each section of the sight translation section with a score of 55% or higher.

"Qualified Interpreter" status indicates foreign language interpreters who speak a language that is not available for testing. However, assessment of the linguistic abilities and level of legal terminology of these individuals is assessed via an oral proficiency interview.

Since the 16<sup>th</sup> Circuit Court is committed to ensuring that LEP individuals receive interpretation that is accurate and meaningful the majority of cases within the Sixteenth Judicial Circuit Courts that require an interpreter are handled solely by certified language interpreters.

##### **Standard 1.2: Administrative Office of the Illinois Courts Access to Justice Division**

The AOIC's Access to Justice Division promotes and develops statewide policies and standards for the judiciary while also providing resources for LEP litigants. The Access to Justice Division is also responsible for maintaining the Illinois interpreter registry.

The AOIC Interpreter Registry is located at [www.publicapps.illinoiscourts.gov](http://www.publicapps.illinoiscourts.gov)

### **Standard 1.3: Interpreter Code of Ethics**

The Interpreter's Code of Ethics explains the role, responsibilities and scope of interpreter duties while interpreting for the judiciary and other court annex services. The Code expresses the implicit responsibility of the interpreter to perform the interpretation without omissions or additions, not to offer any type of legal advice, to remain impartial, to uphold the confidentiality of attorney/client communications, and to report to the court any errors or communication issues.

A copy of The Interpreter Code of Ethics is available in the Appendix of this Language Access Plan.

### **Standard 1.4: Interpreter Rotation/Assignments**

The Interpreter Division of the 16<sup>th</sup> Judicial Circuit Court offers assignment to contract interpreters on a rotating basis. Rotation of interpreters to the various courthouse locations and courtrooms is important in that it allows interpreters to maintain legal terminology and competency across the legal spectrum. Rotating interpreters throughout the 16<sup>th</sup> Judicial Circuit Courts also ensures that no one interpreter be given any type of preferential treatment in the offering of assignments.

Interpreter assignments are first offered to certified interpreters, then registered interpreters and then finally to uncertified/unregistered interpreters who are proficient linguistically and trained to interpret legal proceedings.

The interpreter division will do everything possible to ensure that the 16<sup>th</sup> Judicial Circuit Court is contracting only with certified language interpreters. The use of certified interpreters is especially important in criminal felony or misdemeanor cases, where someone's liberty is at stake.

In light of the importance of the role of the language interpreter in court proceedings, an interpreter may be dismissed if consistent and significant service issues arise.

### **Standard 1.5: Jury Trials, Bench Trials, Hearings and Team Interpreting**

Legal court interpreting is both mentally and physically challenging. For jury trials, bench trials and other court hearings, it is common practice and an industry norm that interpreters rotate at 30-45 minute intervals.

Ideally, these rotations or interpreter transitions occur at appropriate points in the proceedings. For example, it would be appropriate for these transitions to occur after opening statements, at the end of witness testimony, during a court recess, etc.

Interpreters will do everything possible to ensure that these transitions are seamless and do not distract from the proceedings.

Another, important type of interpreting that may occur during a trial is team interpreting. Team interpreting occurs when a court proceeding is going to take longer

than two hours and up to a few days. The two interpreters are present in the courtroom throughout every stage of the court proceedings. Working together, the main goal of team interpreting is to create a single, clear and concise interpretation of the proceedings. The interpreters working as a team, work collaboratively to each other's strengths and assist one another with accuracy and consistency.

**Standard 1.6: Individuals who are not acceptable as Interpreters in Court Proceedings**

It is unacceptable to use certain bilingual individuals as interpreters in the courtroom setting. Family members (especially children), friends, law enforcement officers, judges (on the bench during court proceedings) and other court personnel are not ideal as interpreters in court proceedings. The use of such bilingual individuals should be limited to the most basic of court situations and/or information (i.e. continuance, show of proof in traffic court, name, address, and date of birth).

**Standard 1.7: Interpreter/Bilingual Staff Assistance in Completing Court Forms**

Legal Interpreters are interpreters of oral, spoken language. The Interpreter Code of Ethics prohibits such interpreters from completing (filling out) written court documents for LEP individuals. Should an LEP individual require assistance with completing court documents, the recommendation is a bilingual staff member or other county employee assist with the necessary documents and stamp those documents with a stamp of disclaimer. An example may be:

<p><b><i>Sample Stamp Disclaimer</i></b></p> <p><b><i>A court staff member or county employee assisted with the completion of this document as dictated by the LEP litigant/party. The 16<sup>th</sup> Judicial Circuit Court makes no claims as to the authenticity of the statements made here.</i></b></p> <p>Completed by: _____ County Dept.: _____</p> <p>Plaintiff/Defendant Name: _____</p> <p>Interpreter/Language: _____</p> <p>Date: _____</p>
---

**Part 2. Language Access Standards for Persons Who Are Limited English Proficient (LEP)**

**Standard 2.1: Equitable Access to the Courts**

The 16<sup>th</sup> Judicial Circuit Courts must provide equal access to court proceedings, services and programs to all people to whom the circuit serves; this includes those individuals who are limited English proficient (LEP) and deaf or hearing impaired. To deny such access is to deny a person their right to be heard and further denies their ability to participate fully in the judicial process.

## **Standard 2.2: Determining the Need for an Interpreter**

From the first point of contact in the courtroom, every effort should be made to determine whether an individual requires a language interpreter. The court may employ various methods to determine if the need for an interpreter exists. First, an LEP individual can self-identify their need for a language interpreter; if the LEP has legal counsel then their lawyer may notify the court of their need for a language interpreter. Secondly, court staff such as clerks, bailiffs and staff at help desks may ascertain the need for a language interpreter. Furthermore, the judge and/or other judicial officers may question an individual on the record in order to determine if they need a language interpreter.

Many individuals who encounter the court system are unaware of the availability of interpreters and similarly lack knowledge of the level of English proficiency required for meaningful participation in court proceedings, and as such, it is imperative that judges and court personnel play an active role in identifying LEP individuals.

An Illinois Judicial Branch bench card with sample questions for determining the need for an interpreter is in the Appendix of this LAP.

**Best practice: avoid asking yes or no questions to gauge need of an interpreter.**

## **Standard 2.3 Attorney/Client, Public Defender Conversations before Court Proceedings or in Holding Cells**

It is understood that an attorney must keep their client informed regarding the progress and status of their client's case(s), this communication often occurs just prior to appearing on the matter in the courthouse, in holding cells, courthouse cafeterias and hallways. Many of these off-the-record briefings require a language interpreter; however, these communications/conversations should be brief; **limited to no more than ten (10) minutes.**

The use of a language interpreter for these brief conversations allows the cases to move efficiently through the judicial process. However, the use of an interpreter for these briefings **must** be brief. **Please note** that judges who are ready to proceed on an interpreter case take precedence over these conversations. In order to assist in front of the bench, a language interpreter may be asked to conclude/terminate an attorney/client conversation.

***Best practice dictates that state's attorneys, public defenders and/or private attorneys make every effort to go over paperwork with LEP individuals prior to court proceedings.***

**Please note:** Attorney/client confidentiality is not destroyed by having an interpreter present for these short communications. The language interpreter is bound by the



Illinois Supreme Court's Interpreter Code of Ethics to maintain confidentiality throughout and during all stages of a judicial proceeding.

#### **Standard 2.4 Court Annex Services**

The 16<sup>th</sup> Judicial Circuit Courts shall provide interpreters for court annex services. Court Annexed Services include such proceedings as evaluations and/or assessments (standard 2.6) conducted at the Kane County Diagnostic Center or the Kane County Adult Justice Center and Court-Ordered Arbitration/Mediation (standard 2.5).

#### **Standard 2.5 Court-Ordered Arbitration/Mediation**

The 16<sup>th</sup> Judicial Circuit Court will provide language interpreters for all court-ordered arbitrations and mediations. These arbitrations and mediations should take place at Kane County Court facilities. Should attorneys and/or other court users arrange for arbitration or mediation to take place outside of Kane County Court facilities and without a Court Order, the interpreter will not be arranged for by the Kane County Interpreter Division and the cost would be incurred by the attorney and/or litigants.

**Use of certified or registered interpreters is recommend for all mediations and arbitrations.**

#### **Standard 2.6 Court-Ordered Evaluations and Assessments**

Language interpreters shall be provided for all court ordered psychological evaluations and assessments. These evaluations and assessments must be conducted at Kane County facilities such as the Kane County Diagnostic Center, the Kane County Adult Justice Center or Kane County Court Services Office. **Certified and/or registered interpreters listed on the AOIC Interpreter Registry should be used for all evaluations and assessments.**

#### **Standard 2.7 Drug and DUI Courts**

It is the mission of both the Drug Rehabilitation and DUI Courts to reduce crimes committed because of drug use and addiction and substance abuse disorder. LEP defendants should not be denied participation in Drug Rehabilitation Court or DUI Court due to a language barrier. The use of a language interpreter in the Specialty Courts is limited to matters conducted in front of the bench.

The application process for admittance into the Specialty Court Programs is extensive. ***Best practice dictates that state's attorneys, public defenders and/or private attorneys make every effort to go over paperwork with LEP individuals prior to court proceedings. (Please see standard 2.3 above)***

#### **Standard 2.8 Weddings**

Weddings taking place within the 16<sup>th</sup> Judicial Circuit Courts do not require the use of certified or registered language interpreters. Because weddings taking place within the judiciary are civil matters that do not affect an individual's liberty, they are an acceptable setting for family members and /or friends to assist with language interpretation.

### **Standard 2.9 Proceedings that Do Not Occur within the Judiciary**

The 16<sup>th</sup> Judicial Circuit Court does not provide language interpreters for events that occur outside the courthouse, are not part of court services and do not involve court officers and/or staff.

Some of these events include:

- \*Depositions. Attorneys should refer to the AOIC Registry and directly contact a certified or registered language interpreter in order to conduct the necessary deposition.
- \*Anger Management, counseling and/or other treatment classes that occur outside the judiciary.
- \*Private dispute resolution meetings (arbitrations/mediations ***conducted in law offices or other venues that are not part of the judiciary***).
- \*Conversations between litigants and domestic violence or victim/witness advocates.

## **Part 3: Understanding American Sign Language (ASL) and How they Differ from other Language Interpreters**

### **Standard 3.1 Understanding American Sign Language (ASL) Interpreters**

American Sign Language is a purely visual language. Unlike spoken language interpreters, ASL interpreters use gestures and physical signs to communicate. It is also important to note, that ASL is not a literal/direct translation of English; there is no written form of ASL. ASL is based on/created around Deaf culture in the United States. Each country has its own version of sign language based on that particular country's Deaf culture.

Another important difference between spoken language interpreters and ASL interpreters is that spoken language interpreters are mandated under Title VI of the Civil Rights Act of 1964, while ASL interpreters are required under Title II of the American with Disabilities Act (ADA).

Title II of the American with Disabilities Act states: "No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be

denied the benefits of the services, programs and activities of a public entity, or be subjected to discrimination by any such entity. (42 U.S.C., sec. 12132)

Title II goes on to say, “A public entity must ensure that its communications with individuals with disabilities are as effective as communications with others.” In order to ensure equally effective communication for a court participant who is deaf, and who uses ASL, an ASL interpreter should be provided for effective communication for all court business that takes place in the courthouse or judicial offices. (ASL Judicial Fact Sheet)

### **Standard 3.2 Pacing and Positioning of ASL interpreter in the Judicial Setting.**

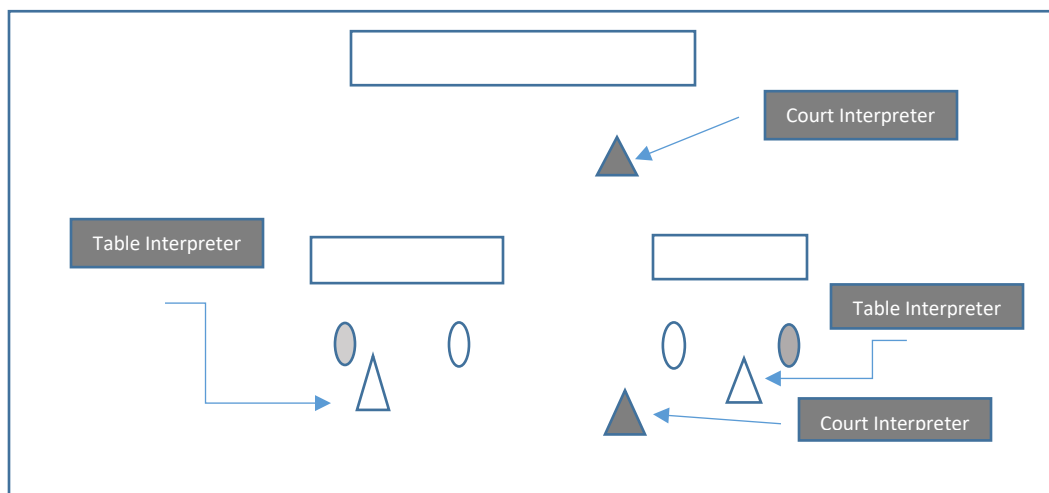
It may be necessary to slow down the pace of a judicial proceeding when an ASL interpreter is present. The fact that ASL is a visual language based on signs and gestures coupled with that fact that it is not possible to have a word for word rendition of the spoken language into ASL requires that the pace be such that the interpreter may render effective communication.

Depending on the type of judicial proceeding that is taking place, it may be necessary to assign the following types of ASL interpreters:

**\*Proceedings Interpreter (PI):** positioned in the well of the courtroom and work as a team to interpret all proceedings and testimony. Proceedings interpreters are Officers of the Court.

**\*Interpreter for Counsel (IFC) or Table Interpreters:** seated at counsel table, the IFC interprets confidential attorney-client conversations and monitors the Proceedings Interpreter for accuracy. IFC interpreters are not Officers of the Court.

### **Diagram-courtroom proceeding with ASL interpreters:**



This diagram depicts a court proceeding in which both litigants are deaf. If a court proceeding is taking place, and only the defendant requires the assistance of an ASL interpreter; **best practice dictates that the judiciary assign at least two (2) Proceedings Interpreters and one (1) table interpreter.** (Office of Accessibility & Education Outreach; Circuit Court of Cook County; National Consortium of Interpreter Education Centers.)

### **Standard 3.3 Classification/Requirements for ASL interpreters**

The Illinois Deaf and Hard of Hearing Commission tests American Sign Language interpreters. In order to interpret in a court setting, ASL interpreters must be licensed at the Advanced or Master Level as mandated by the Deaf Licensure Act of 2007.

### **Standard 3.4 The difference between ASL and Certified Deaf Interpreters (CDI) explained**

American Sign Language interpreters are hearing individuals that use the visual language of ASL to effectively communicate with Deaf and Hard of Hearing individuals. On the other hand, Certified Deaf Interpreters (CDI) are Deaf individuals that assist ASL interpreters in bridging the communication gap between the deaf (litigant) individual and the ASL interpreter.

While ASL interpreters use hand gestures to communicate, the CDI uses gestures, drawings, props, miming, etc. in order to better communicate with a deaf individual.

**(For more information and resources on ASL and CDI interpreters and interpretation, please see the Appendix.)**

## **Part 4. Interpretation v. Translation**

Interpretation renders a message orally from one language into another language. While ASL uses signs and gestures it still falls under the category of interpretation. Translation works solely with written language, changing a message from one language to another language using writing and or written symbols.

It is important to note that translators spend hours, if not days, researching, evaluating, and revising their translations, but interpreters provide their services on the spot often not having any prior information regarding the case at hand.

In order to maintain its commitment to language accessibility the Interpreter Division of the 16<sup>th</sup> Judicial Circuit Court does provide translation of approved court service documents to LEP court users.

#### **Standard 4.1 Use of Interpreters to Translate Case Materials**

The AOIC certification process for court interpreters tests and qualifies individuals for interpretation within the judicial setting. This certification process does not test individuals for lengthy translations.

With this in mind, **best practice** dictates that court interpreters translate only very short and simple documents. If a certified/registered interpreter assists in the translation of a court document, certain things should be in place:

- \*As stated above the document should be short and simple
- \*Document needs to be legible
- \*Document should not be overly technical

#### **Standard 4.2: What types of Documents may a Court Interpreter Translate?**

Court interpreters test in “sight translation” only through the AOIC. Documents that a court interpreter may interpret include:

- \*Birth/death certificates;
- \*Letter from a family member, employer or victim;
- \*Marriage license;
- \*Warrant;
- \*Power of Attorney.

The interpreter should be given adequate time to review these types of documents.

A certified language translator needs to translate any documents that are not fact-specific and short in length (as mentioned above).

***It would be prudent to maintain for the court file any documents that were sight translated by the court interpreter.***

The American Translators Association is a good resource for locating a certified translator. (<https://www.atanet.org/certification/guide-to-ata-certification/> )

#### **Standard 4.3: Video Interpretation/Phone Recordings**

In certain court proceedings, it is common for litigants to produce video recordings of conversations, arguments, physical altercations and so forth. If a particular video or phone recording is produced and accepted as evidence, when possible, said evidence should be translated and transcribed prior to any court proceedings. If the translation or transcription is not possible prior to court proceedings, the interpreter must be given

time to listen to the video and/or recording in order to provide the court with the most accurate interpretation.

For a list of translated court documents, please visit: [www.illinoiscourts.gov/documents-and-forms/](http://www.illinoiscourts.gov/documents-and-forms/)

## **Part 5. Kane County Language Demographics**

According to the United States Census Bureau 2020 data, Kane County has a total population of 516,522 people with approximately 188,510 total housing units. Thirty-two percent (32%) of all Kane County households speak a language other than English. According to the US Census Bureau data in Kane County other languages spoken are:

\*Spanish: 25.6%

\*Indo-European Languages: 3.6%

\*Asian and Pacific Islander Languages: 2.3%

\*Other Languages: 0.5%

*(Sourced from: [data.census.gov/profile/Kane\\_County\\_Illinois](https://data.census.gov/profile/Kane_County_Illinois); US Census Bureau)*

The Interpreter Division of Kane County collects and maintains requests for court interpreters. On average, the Interpreter Division handles approximately 4,000 requests for language interpreters per quarter. Spanish is the most frequently requested language; however, we also receive requests for languages such as Q'eqchi, Mandarin, Russian, Uzbek, Hindi, and Urdu.

## **Part 6. Maintaining and Evaluating the Language Access Plan**

It is the goal of the Interpreter Division to meet periodically with other judicial staff members to discuss the effectiveness of the LAP; address procedural and implementation difficulties and further improve language access for court users.

The Interpreter Division also hopes to encourage legal court interpreters to participate in language workshops and seminars in order to maintain linguistic terminology and industry standards.

**Part 7. Language Access Contact Information/Courthouse Locations:**

If you have cases pending in Kane County 16<sup>th</sup> Judicial Circuit Court and you need the assistance of a language interpreter, please contact the Interpreter Division at:

Interpreter Division email: [interpreter@kanecountyil.gov](mailto:interpreter@kanecountyil.gov)

Elizabeth Cull, Interpreter Coordinator: 630-762-2243 or  
[cullelizabeth@16thcircuit.illinoiscourts.gov](mailto:cullelizabeth@16thcircuit.illinoiscourts.gov)

Jazmin Nicacio, Assistant Interpreter Coordinator: 630-762-2187 or  
[nicaciojazmin@16thcircuit.illinoiscourts.gov](mailto:nicaciojazmin@16thcircuit.illinoiscourts.gov)

Please provide the following information:

- \*Name of LEP
- \*Case Number
- \*Date of next court appearance
- \*Language needed.

**Courthouse Locations:**

\*Kane County Judicial Center: 37W777 Route 38, IL 60175  
(Courtrooms: 005, 007, 101, 111, 113, 123, 201, 203, 209, 211, 217, 305, 311, 313, 319)

\*Kane County Courthouse: 100 S. 3<sup>rd</sup> St., Geneva, IL 60134  
(Courtrooms: 110, 120, 150, 250, 310, 320, 340, 350)

\*Kane County Juvenile Justice Center: 37W655 Route 38, St. Charles, IL 60175  
(Courtrooms: JJC1 and JJC2)

\*Kane Branch Court: 530 S. Randall Rd., St. Charles, IL 60175

\*Elgin Branch Court: 150 Dexter Ct., Elgin, IL 60120

\*Aurora Branch Court: 1200 E. Indian Trail Rd., Aurora, IL 60505

# APPENDIX

## I. Illinois Supreme Court Interpreter Code of Ethics

The ten canons of the Illinois Supreme Court Interpreter Code of Ethics are listed here with a brief description of each canon.

### **CANON 1: ACCURACY AND COMPLETENESS**

Interpreters shall render a complete and accurate interpretation or sight translation, without altering, omitting, or adding anything to the meaning of what is stated or written, and without explaining the statements of the original speaker or writer.

### **CANON 2: REPRESENTATION OF QUALIFICATIONS**

When interpreters represent their certifications, credentials, education, training, or pertinent experience they shall do so accurately and completely.

### **CANON 3: IMPARTIALITY AND AVOIDANCE OF CONFLICT OF INTEREST**

Interpreters shall be impartial and unbiased and shall refrain from conduct that may give an appearance of bias or favoritism. Interpreters shall disclose any real or perceived conflict of interest.

### **CANON 4: PROFESSIONAL DEMEANOR**

Interpreters shall conduct themselves in a manner consistent with the dignity of the court and shall be as unobtrusive as possible. Interpreters shall not engage in any conduct that could reasonably be perceived as sexual harassment, assault, or abuse.

### **CANON 6: RESTRICTION OF PUBLIC COMMENT**

Interpreters shall not publicly discuss, report, or offer an opinion concerning a matter in which they are or have been engaged, even when that information is not privileged or required by law to be confidential, except to facilitate training and education.

### **CANON 7: SCOPE OF PRACTICE**

Interpreters shall limit themselves to interpreting or translating and shall not give legal advice, express personal opinions to individuals for whom they are interpreting, or engage in any other activities, which may be construed to constitute a service other than interpreting or translating while serving as an interpreter.



## **CANON 8: ASSESSING AND REPORTING IMPEDIMENTS TO PERFORMANCE**

Interpreters shall assess at all times their ability to deliver their services. When interpreters have any reservation about their ability to satisfy an assignment competently, they shall immediately convey that reservation to the appropriate judicial authority.

## **CANON 9: DUTY TO REPORT ETHICAL VIOLATIONS**

Interpreters shall report to the proper judicial authority any effort to impede their compliance with any law, any provision of this code, or any other official policy governing court interpreting and translating.

## **CANON 10: PROFESSIONAL DEVELOPMENT**

Interpreters shall continually strive to improve their skills, knowledge, and advance the profession through activities such as professional training and education, as well as interaction with colleagues and specialists in related fields.

**To review the Interpreter Code of Ethics in its entirety, please visit:**

<https://ilcourtsaudio.blob.core.windows.net/antilles-esources/resources/0ce2929c-d1bb-4407-aebf-6d6d359a8593/Illinois Code of Interpreter Ethics.pdf>

### **II. Illinois Judicial Branch Bench Card: Courtroom Interpreting:**

For sample questions to determine if an individual needs an interpreter, please visit:

<https://www.illinoiscourts.gov/Resources/cebfff6-3398-481f-bc54-5cc4aa74257d/Illinois Interpreter Benchcard.pdf>

### **III. Working with American Sign Language Interpreters**

For frequently asked questions regarding ASL interpreters please visit the following link from Deaf Inter-Link.

<https://www.deafinterlink.com/faq.php>