

COURTROOM D

STANDING ORDER NO. 5
(Limited English Proficiency / Language Access)

Pursuant **Criminal Proceeding Interpreter Act (725 ILCS 140/0.01, et seq.)** (“Interpreter Act”), this Court is required, upon its own motion or that of defense or prosecution, to “... determine whether the accused is capable of understanding the English language and is capable of expressing himself in the English language so as to be understood directly by counsel, court or jury. If the court finds the accused incapable of so understanding or so expressing himself, the court **shall appoint an interpreter for the accused** whom he can understand and who can understand him.” 740 ILCS 140/1. The Court is also required to “... **enter an order of its appointment of the interpreter** who shall be sworn to truly interpret or translate all questions propounded or answers given as directed by the court.” See **740 ILCS 140/2**; see also Illinois Supreme Court Language Access Policy (10/1/2014).

To insure compliance with the **Interpreter Act**, the Court **ORDERS** as follows:

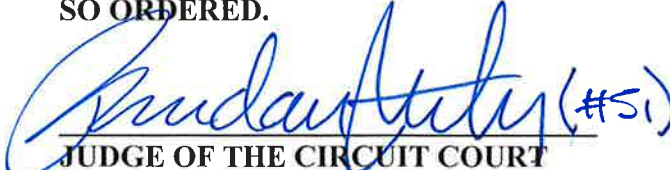
1. Whenever the **State or Defense counsel** have reason to believe that a Defendant in **Courtroom D** is not fully capable of understanding the English language and/or is not fully capable of expressing him- or herself in the English language, the State or the responsible Defense attorney(s) shall make a record of the Defendant’s lack of or limited English proficiency and shall request the entry of an Order for an Interpreter appointing an Interpreter for the Defendant who is capable of translating the Defendant’s language into English and English into the Defendant’s language.

2. Defense counsel for a Defendant with limited English proficiency shall provide his or her Defendant with the Interpreter Request Form approved by the Illinois Supreme Court and available at the Illinois Supreme Court’s web site for download.¹ A copy of the “Request & Order For an Interpreter” is also attached to this Standing Order as **Exhibit A**.

3. At the earliest possible opportunity following the Defendant’s first appearance in **Courtroom D**, Defense counsel shall submit, on his or her Defendant’s behalf, a completed Request & Order for Interpreter for the Court to review and enter as appropriate. Upon entry of the Order, the Circuit Clerk shall identify the Defendant as needing an interpreter and shall identify the language needed on the docket of the Defendant’s case. Defense counsel shall thereafter insure that arrangements are made ahead of court appearances through **Trial Court Administration (Monica Minnis, Language Access Facilitator)** for the presence of an interpreter or for the anticipated use of the Language Line interpretation service.

SO ORDERED.

Entered: 09/15/20
(Amended)


JUDGE OF THE CIRCUIT COURT

¹ http://www.illinoiscourts.gov/Forms/approved/procedures/interpreter_request.asp

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	REQUEST & ORDER FOR AN INTERPRETER	<i>For Court Use Only</i>
Instructions ▼ Directly above, enter the name of the county where the case was filed. Enter the name of the person or company that filed this case as Plaintiff/Petitioner. Enter the name of the Defendant/Respondent. Enter the Case Number given by the Circuit Clerk.	_____ Plaintiff / Petitioner <i>(First, middle, last name)</i> v. _____ Defendant / Respondent <i>(First, middle, last name)</i>	_____ Case Number

REQUEST FOR INTERPRETER

In 1a , enter the name of the person who needs a foreign language or sign language interpreter.
In 1b , enter the address of the person who needs an interpreter. Do not complete 1b if your information is protected because of domestic violence or abuse.
In 1c , enter the phone number of the person who needs an interpreter. Do not complete 1c if your information is protected because of domestic violence or abuse.
In 1d , check the box that explains how the person is involved with this court case. For a witness or victim, enter the dates they will be in court and need an interpreter.
In 2a , enter the name of the person filling out this form if they are not the same person who needs an interpreter.

1. Person who needs an interpreter:

- a. Name: _____
First
Middle
Last

- b. Address: _____
Street, Apt #
City
State
ZIP

- c. Phone: _____

- d. The person who needs an interpreter is: *(choose one)*
 - a party who will need an interpreter for all court dates.
 - a person who brings or defends a case on behalf of a minor or adult disabled party for all court dates.
 - a parent/legal guardian of a minor party or minor victim who will need an interpreter for all court dates.
 - a parent/legal guardian of a disabled adult party who will need an interpreter for all court dates.
 - a witness who is testifying on: Court Date & Time: _____
 - a victim in court on: Court Date & Time: _____
 - a juror (sign language only) in court on: Court Date & Time: _____
 - a spectator (sign language only) in court on: Court Date & Time: _____

2. Person completing this form: *(complete only if different than the person who needs the interpreter)*

- a. Name: _____
First
Middle
Last

EXHIBIT A

In **2b**, enter the address of the person filling out this form.

Do not complete **2b** if your information is protected because of domestic violence or abuse.

In **2c**, enter the phone number of the person filling out this form.

Do not complete **2c** if your information is protected because of domestic violence or abuse.

In **3**, check the box of the language needed.

If the language is not listed, check "Other" and enter the language.

Under the Code of Civil Procedure, 735 ILCS 5/1-109, making a statement on this form that you know to be false is perjury, a Class 3 Felony.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

b. Address: _____
Street, Apt# *City* *State* *ZIP*

c. Phone: _____

3. Language needed: (select one)

- | | | | |
|---|---|-------------------------------------|---|
| <input type="checkbox"/> Spanish | <input type="checkbox"/> Dinka | <input type="checkbox"/> Kirundi | <input type="checkbox"/> Russian |
| <input type="checkbox"/> Albanian | <input type="checkbox"/> Filipino | <input type="checkbox"/> Korean | <input type="checkbox"/> Serbo-Croatian |
| <input type="checkbox"/> American Sign Language | <input type="checkbox"/> French | <input type="checkbox"/> Kunama | <input type="checkbox"/> Somali |
| <input type="checkbox"/> Amharic | <input type="checkbox"/> German | <input type="checkbox"/> Laotian | <input type="checkbox"/> Swahili |
| <input type="checkbox"/> Arabic | <input type="checkbox"/> Greek | <input type="checkbox"/> Lithuanian | <input type="checkbox"/> Tagalog |
| <input type="checkbox"/> Armenian | <input type="checkbox"/> Gujarati | <input type="checkbox"/> Macedonian | <input type="checkbox"/> Telugu |
| <input type="checkbox"/> Assyrian | <input type="checkbox"/> Haitian Creole | <input type="checkbox"/> Mongolian | <input type="checkbox"/> Thai |
| <input type="checkbox"/> Bosnian | <input type="checkbox"/> Hindi | <input type="checkbox"/> Nepali | <input type="checkbox"/> Tigrinya |
| <input type="checkbox"/> Bulgarian | <input type="checkbox"/> Hungarian | <input type="checkbox"/> Persian | <input type="checkbox"/> Turkish |
| <input type="checkbox"/> Burmese | <input type="checkbox"/> Indonesian | <input type="checkbox"/> Polish | <input type="checkbox"/> Ukrainian |
| <input type="checkbox"/> Chinese-Mandarin | <input type="checkbox"/> Italian | <input type="checkbox"/> Portuguese | <input type="checkbox"/> Urdu |
| <input type="checkbox"/> Chinese-Cantonese | <input type="checkbox"/> Japanese | <input type="checkbox"/> Punjabi | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Czech | <input type="checkbox"/> Karen | <input type="checkbox"/> Romanian | <input type="checkbox"/> Yoruba |
| <input type="checkbox"/> OTHER: _____ | | | |

I certify that everything in the Request & Order For An Interpreter is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.

/s/ _____
Your Signature

Print Your Name

ORDER FOR INTERPRETER

DO NOT check any boxes below this point. The judge will check the correct boxes at the hearing.

IT IS ORDERED:

- The Request for an Interpreter is APPROVED.
 The Request for an Interpreter is DENIED.

ENTERED:

Judge

Date

DO NOT complete this section. The judge will sign and date here.