

CLARK COUNTY COURTS INTERPRETER SCHEDULE AND REQUEST FORM

*USE THE INTERPRETER REQUEST FORM ON THE NEXT PAGE FOR IN-COURT/VRT/ZOOM PROCEEDINGS ONLY.

*ADVANCE NOTICE FOR REQUESTS FOR IN-COURT VRT/ZOOM PROCEEDINGS IS:
3 JUDICIAL DAYS

** FOR OUT OF COURT SERVICES- LANGUAGE LINE INC., IS TO BE USED. SEE TELEPHONE PROCEDURE BELOW **

Do not preschedule- this is for same day services only

Action:

1. Call Language Line Services at **1-800-523-1786**.
2. Give or enter the 6-digit Client ID **#543853**.
3. Listen to and choose the appropriate prompts.
4. Company name is: **Clark County District Court**
5. Extension **x6105** (this is for billing purposes).
6. Email District Court Interpreter Coordinator at DistrictCourtIntCoor@clark.wa.gov with the case information and what language used.

ATTORNEY/CLIENT JAIL MEETINGS ARE ON A NEED- ONLY- BASIS.
PLEASE CONTACT OUR OFFICE FOR PROCESS. 564-397-6105

QUESTIONS? CALL 564-397-6105

Update: JUNE 25, 2020

INTERPRETER REQUEST
FOR IN-COURT INTERPRETER SERVICES

DATE:

FROM:

TO : Interpreter Coordinator Office
1200 Franklin St
Vancouver, WA 98660
Clark County District Court – Interpreter Coordinator
(564) 397-6105

E-mail to: DistrictCourtIntCoor@clark.wa.gov or

FAX to: (360) 759-6924

Please schedule an interpreter for the following:

CASE Name	
Language Needed	
CASE Number	
Service Date	
Type of Court Hearing	
Location of Service	
Address of Location	
Time (Start & Approximate End)	

THANK YOU!