

# SKAGIT COUNTY SUPERIOR COURT

## LANGUAGE ACCESS PLAN

### 1 PURPOSE

This language access plan (LAP) provides a framework for the provision of timely language access services that ensure access for all limited English proficient (LEP), deaf, hard of hearing, and deaf-blind (D/HH/DB) individuals who come in contact with Skagit County Superior Court's services and programs. Language access services include both interpretation and translation services for LEP and D/HH/DB individuals.

### 2 COURT POLICY REGARDING LANGUAGE ACCESS SERVICES

Under Washington state law (chapters 2.42 and 2.43 RCW), Title VI of the Civil Rights Act of 1964 (Title VI), the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), the Americans with Disabilities Act (ADA), and the regulations implementing these federal laws, Washington courts are required to provide language access services to all LEP and D/HH/DB individuals in civil and criminal court proceedings and in all court-managed services and programs and to develop a written language access plan pursuant to RCW 2.43.090.

It is the policy of Skagit County Superior Court to provide interpreter services at no cost to limited English-proficient (LEP) parties, witnesses, victims, and others with an interest (e.g., parents, legal guardians, custodians) in all court proceedings and operations, both civil and criminal, other than when it is the responsibility of other government bodies pursuant to state law. It is also the policy of this court to provide sign language interpreting services at no cost to persons who are D/HH/DB as required under applicable state and federal statutes and regulations.

The court will provide accessible information to LEP and D/HH/DB persons on how to request these language assistance services and vital documents as part of its notice to the public about its language access services.

Although D/HH/DB individuals are covered under the ADA and chapter 2.42 RCW rather than Title VI and the Safe Streets Act, this plan covers the appointment and provision of interpreters for both D/HH/DB and LEP individuals.

### 3 NEEDS ASSESSMENT AND DATA COLLECTION

#### 3.1 COMPILATION AND REVIEW OF LANGUAGE DATA FROM REPUTABLE SOURCES

As appropriate, the court will compile or review demographic data regarding the anticipated language needs of its service area. Reputable sources that the court will consult or has consulted include the following:

- The Language Interpretation Needs Dashboard, available through the AOC website <sup>1</sup>
- Most recent decennial US Census
- The American Community Survey (ACS), an annual component of the 10-year Census, for 2022, 2023, and 2024
- Language Access and Interpreter Reimbursement Program, specifically data from the following year(s): 2022, 2023, and 2024.

Other, local sources of reputable data that have been consulted include:

- Skagit County Office of Assigned Counsel
- Skagit County Prosecuting Attorney's Office
- Skagit County Public Health
- Skagit County Public Defender's Office
- Skagit Legal Aid
- Community Action of Skagit County
- Catholic Community Services of Western Washington, Burlington office
- SeaMar Community Health Centers in Mount Vernon

This data will be reviewed according to the schedule indicated in Section VII of this plan to help the court analyze its allocation of language access resources and make adjustments as needed.

Currently, the following spoken or signed languages other than English indicated by reputable sources as likely the most commonly used by persons in the court's service area, in rank order

1. Spanish
2. Mixtec (Alto and Bajo)
3. Russian
4. Ukrainian
5. Chinese – Mandarin

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<sup>1</sup> [Language Interpretation Dashboard](#)

Skagit County Superior Court has also identified the following emerging and/or additional languages among court users in the area for which resources will be needed in the future as follows:

- Vietnamese
- American Sign Language
- Trique
- Punjabi

### **3.2 TRACKING AND MONITORING LANGUAGE ACCESS DATA**

In order to help plan for future provision of language access services, and to make the most efficient use of court resources, the court will track the following information for cases involving language access:

- Language
- Case type (e.g. family law, criminal, guardianship, etc.)
- Location of service request (e.g. court hearing, ADR, clerk's office, etc.)
- Whether the language access service requested was granted or denied
- Reason for denial (if applicable)

Tools or methods used to track data are as follows:

- Spreadsheet

On a yearly basis, the court will analyze the data collected to identify whether services requested are actually provided, assist in the allocation of language access resources, identify gaps in the provisions of language access resources, and identify gaps in the provision of services to address future needs and for adoption into the court's biennial Language Access Plan.

## **4 POINTS OF ACCESS: PROVIDING NOTICE OF AVAILABILITY & IDENTIFYING NEEDS**

### **4.1 NOTICE OF AVAILABILITY AT POINTS OF ACCESS**

In order to help facilitate communication with LEP and D/HH/DB court users, the court has identified or will identify procedures to alert court users of available language access services. The court has done this or will do this in the following ways:

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#### **4.1.1 WEBSITE**

As indicated in Section V of this plan and consistent with RCW 2.43.090, the court will post translated information on its website to inform the public of how to access the court's language access services. The court will provide this information in five or more languages other than English that reputable data demonstrates are the most commonly used in the court's service area.

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#### **4.1.2 TELEPHONE:**

The court:

- Has knowledgeable bilingual staff who can provide "in-language" support directly in the language of callers for Spanish.
- Uses telephonic interpretation services, which allow court staff to access interpreters in many languages through a conference call service.
- Uses a Machine Assisted Interpretation Device (Pocketalk) for use pursuant to AOC-developed guidelines to field questions about basic court information, such as the location of a courtroom or hearing, the name of a judicial officer, navigation of the courthouse, and dates of hearings.

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#### **4.1.3 IN-PERSON:**

- The court has knowledgeable bilingual staff who can help identify court users who need language assistance and can guide them to access those services
- The court uses the multilingual poster with the heading "Your Right to an Interpreter" which includes instructions translated into 24 languages other than English, informing the public of the services available.
- The court uses "I-Speak" Cards, which serve as a complement to the multilingual poster, and allow a LEP court user to identify their language.

- The court uses a Machine Assisted Interpretation Device (Pocketalk) for court staff to use at the front counter and in courtrooms prior to the commencement of hearings and trials. This is used pursuant to AOC-developed guidelines to provide basic court information, such as the location of a courtroom or hearing, the name of a judicial officer, navigation of the courthouse, and dates of hearings.

***As indicated in Section VI of this plan, court staff members are provided orientation/training on the availability and use of these materials.***

## **4.2 POINTS OF ACCESS**

The court considers telephonic, online, and in-person interactions as points of access to the court and its services. The physical points of access include:

- Front counter
- Courtrooms
- Courthouse Facilitators and/or pro se services provided by the court

Coordination with Justice Partners:

To ensure the earliest possible identification of the need for language access services, the court has established internal protocols with the various justice partners which routinely interact with this court in order for these partners to communicate to the appropriate court staff the needs of LEP or D/HH/DB participants who will be coming into contact with the court. While justice partners themselves may be under a separate legal obligation to provide language access services to their clients, the court will be notified of any services that fall under the responsibility of the court as early as possible so services may be provided in a timely and efficient manner. Examples of justice partners to be notified include

- Jail staff
- Clerk's Office
- Skagit County Public Defender
- Skagit County Prosecuting Attorney
- Skagit County Office of Assigned Counsel
- Courthouse facilitators

***Guiding Principle in Identifying Language Needs: When it appears that an individual has difficulty communicating due to a language barrier, court staff will inform the LEP or D/HH/DB person of their right to have language access services provided by the courts at no cost to them, even if the LEP or D/HH/DB person has not made a request for the language access services.***

## **5 LANGUAGE ACCESS SERVICES**

A designated person is indicated as the central point of contact for language access services. These consist primarily of interpretation and translation services.

In some cases, services can be provided directly in a language other than English, generally through communication with bilingual court personnel. Interpretation can be provided in spoken languages or in sign languages. These services are provided, as appropriate, for situations within the courtroom setting and outside of the courtroom setting, as indicated below.

The provision of these language access services is realized through the appointment of interpreters in ways consistent with best practices in the field of court interpretation and with existing federal and state policies. These practices help ensure that steps are taken to appoint appropriately credentialed or vetted interpreters, to do so in as efficient a manner as possible, and in ways that take into account the availability of interpreters.

### **5.1 DESIGNATED LANGUAGE ACCESS CONTACT**

The court has designated the Court Coordinator to oversee the coordination of language access services and to manage requests for interpreters and other language access services. This designated person oversees the following:

- Receiving and tracking language assistance requests
- Assisting court staff with securing language access services
- Developing lists of interpreters and services to secure interpreter services
- Addressing gaps in interpreter services by conducting outreach as needed
- Answering questions regarding the court's available language access services from LEP and D/HH/DB individuals, and the public at large.

LEP and D/HH/DB individuals, attorneys, justice partners, government agencies, and any other entities in need of language access services for court programs or activities or to acquire such services or information for themselves or their clients, may contact:

|                 |                                    |
|-----------------|------------------------------------|
| Name of Office: | Superior Court Coordinator         |
| Email:          | superiorcourtadmin@co.skagit.wa.us |
| Phone Number:   | 360-416-1200                       |

## 5.2 APPOINTMENT OF INTERPRETERS FOR IN-COURT PROCEEDINGS

When a determination has been made that a court user requires the services of an interpreter, court personnel will follow the below guidelines when meeting the need for an interpreter.

### 5.2.1 CREDENTIALLED INTERPRETERS:

This court appoints court-credentialed spoken language or court-credentialed sign language interpreters whenever such persons are available. To secure appropriate interpretation, the court uses the following

- Independent contractor interpreters, using AOC's registry of credentialed spoken language interpreters;
- Independent contractor sign language interpreters, using DSHS' Office of Deaf and Hard of Hearing (ODHH) website; or
- Staff interpreters, as available (not currently funded as of this writing).

### 5.2.2 NON-CREDENTIALLED INTERPRETERS:

When credentialed interpreters are not available, or for languages for which interpreters are not credentialed, the court takes steps to locate those interpreters who might still be able to provide acceptable services.

With a finding of good cause, the court may appoint a non-credentialed interpreter, first making a determination that the interpreter is able to interpret accurately all communications to and from LEP or D/HH/DB persons in that particular proceeding.

Good cause is found when:

- a) Given the totality of the circumstances, including the nature of the proceeding and the potential penalty or consequences involved, the services of an in-person credentialed interpreter are not reasonably available to the appointing authority; or
- b) The current list of credentialed interpreters maintained by the Administrative Office of the Courts does not include an interpreter in the language spoken by the LEP.

Consistent with policy, once good cause is established on the record, the court will take steps to help ensure the proposed interpreter has the ability to interpret accurately. The appointing authority shall satisfy itself on the record that the proposed interpreter:

- a) Is capable of communicating effectively with the court or agency and the person for who the interpreter would interpret; and
- b) Has read, understands, and will abide by the code of ethics for language interpreters established by court rules, as established in GR 11.2.

The court will follow standard practices for determining the proposed non-credentialed interpreter's ability to interpret accurately, referring as needed to Page 3 of the Bench Card for Spoken Language Courtroom Interpreting <sup>2</sup>, last updated as of this writing by the Interpreter Commission in July, 2025. In the case of sign language interpreters, the court will refer as needed to the Bench Card for Hearings with Sign Language Interpreters, last updated as of this writing in 2021.<sup>3</sup>

***Guiding Principle: The court will not appoint as interpreters those persons determined to have a potential conflict of interest in the proceeding or those determined to not have the ability to interpret accurately, including the following: minors; friends and family of the LEP or D/HH/DB person; advocates and attorneys; justice partner bilingual staff; or anyone deemed unqualified after colloquy by the court.***

### 5.3 LANGUAGE SERVICES OUTSIDE THE COURTROOM

The court is responsible for taking reasonable steps to ensure that LEP and D/HH/DB persons have meaningful access to services outside the courtroom. It is the practice of the court to provide interpreters for court-managed services, programs and operations consistent with state

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<sup>2</sup> [AOC Bench Card for Courtroom Interpreting](#)

<sup>3</sup> Ibid



and federal language access mandates. In compliance with such mandates, the court shall provide language access services at:

- Alternative dispute resolution programs
- CASA/VGAL programs
- Court-ordered anger management classes
- Courthouse facilitator services
- Guardians ad litem and/or court visitors
- Information counters
- Juvenile detention
- Juvenile diversion programs
- Mandatory mediation
- Parenting classes where classes are not offered in the LEP's language
- Programs required by a judgment and sentence

#### **5.4 THE PROVISION OF INTERPRETATION SERVICES**

The court has adopted practices, procedures, and systems for the provision of interpretation services, including the use of appropriate modalities of interpreting, accounting for longer interpreted sessions, and calendaring/scheduling. Regardless of the modality used to provide interpretation court proceedings, the court will provide interpreter services consistent with RCW 2.43 and the processes outline in section "Appointment of Interpreters for Court Proceedings."

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##### **5.4.1 INTERPRETING MODALITY**

In-person Interpretation; Video Remote Interpretation (VRI); Telephonic Interpretation

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###### **5.4.1.1 IN-PERSON INTERPRETATION**

The court uses in-person interpreters as indicated:

- The court uses in-person interpreters whenever possible
- The court uses Video Remote Interpreting (VRI) as an alternative to in-person interpretation when in-person interpreters are not available.

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#### **5.4.1.2 VIDEO REMOTE INTERPRETATION**

When the court makes use of the modality of Video Remote Interpretation (VRI), it does so in a manner consistent with GR 11.3 and in a manner that meets requirements for providing effective communication, including:

- Real-time, with video and audio;
- A clear, large image;
- A clear transmission of voices when practicable, based upon the stability of the interpreter's internet connection. Should bandwidth interfere with the quality of the interpreter's audio, the interpreter may be asked to turn off video to improve audio quality for spoken language interpretation;
- Adequate training of staff in utilizing the equipment; and
- Use of certified interpreters with legal training

The court has established procedures, obtained the requisite equipment, and trained court staff on providing VRI. The court uses VRI as a regular component of providing interpreter services when in-person interpreters are not available.

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#### **5.4.1.3 TELEPHONIC INTERPRETATION**

The court makes use of telephonic interpretation for interactions with persons with Limited English Proficiency (LEP) that are relatively brief in length and generally not of a legal nature. These interactions typically take place at initial points of contact, such as at the front counter. The court has the following arrangement for telephonic interpretation services:

- Contract or agreement with a telephonic service provider
- Bilingual court staff who can provide basic information by telephone
- Staff interpreter, if funded and available

For court proceedings:

When in-person or Video Remote Interpretation is not available for a hearing, typically due to a hearing scheduled with little or no notice of the need for interpretation, the court will occasionally use a telephonic interpretation service. The court will engage in the same colloquy as it would for any other non-credentialed interpreter before allowing interpretation for the hearing. This is only used for basic information about a case, such as to inform a litigant that

the court is scheduling another hearing to retain more appropriate interpretation services, to notify them of a fee waiver, or to inform them of a ruling on an ex parte matter. The court's strong preference is to not use these services for hearings, however these are occasionally the only means with which to communicate with a LEP individual at a hearing when another form of interpretation is unable to be secured.

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#### **5.4.2 TEAM INTERPRETING:**

The court will take into account the anticipated length of interpreted proceedings to determine appropriate interpreter scheduling. Such consideration is generally applicable in longer hearings. The assignment of multiple interpreters is a quality assurance provision to help ensure accuracy. Consistent with GR 11.4, the court will assign interpreters as indicated below:

| <b>Spoken language</b>   | <b>Signed Language</b> | <b>Assign</b>  |
|--|------------------------|----------------|
| <b>More than 1 hr. Simultaneous</b>  | More than 1 hr.        | 2 interpreters |
| <b>More than 2 hr. Consecutive</b>   | n/a                    | 2 interpreters |
| <b>When a team of interpreters is not readily available and good cause is found on the record to proceed with one interpreter, the interpreter is to be provided a 10 minute break after every 20 minutes of interpreting.</b> |                        |                |

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#### **5.4.3 CALENDARING AND SCHEDULING OF INTERPRETERS**

In order to schedule interpreters in a manner that serves the needs of LEP and D/HH/DB court users while doing so as efficiently and effectively as possible, the court has adopted the following practice:

- Contracting with agency or independent interpreters for half-day or full-day blocks, during which the interpreters are available for a range of interpretation needs

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#### **5.4.4 ADDITIONAL CONSIDERATIONS IN THE APPOINTMENT AND USE OF INTERPRETERS**

In appointing interpreters, court staff will inquire as to whether the interpreter and the LEP or D/HH/DB participant can effectively communicate. It is also the practice of the court to:

- Only allow a LEP or D/HH/DB person to waive their right to the assistance of an interpreter if the waiver is knowing, voluntary, and on the record. The waiver of an interpreter may be rejected by the court or later revoked by the person.
- Require interpreters to provide sight translations for documents related to the court proceedings.
- Prohibit interpreters from assisting LEP or D/HH/DB with entering information on court forms (other than certifications of interpretation) without the involvement of court staff in the completion of such forms.
- Provide sign language interpreters for jurors who are D/HH/DB when such persons are called and selected for jury service
- As noted in the policy interpretation section earlier, chapter 2.42 RCW requires that courts provide interpreters for persons who are D/HH/DB when they are required to attend court-ordered programs or services.
- In addition to the provision of qualified interpreters in all proceedings where required, the court's bilingual staff may assist with language needs outside of court proceedings. Bilingual staff shall be trained to understand their role, how it differs from the role of an interpreter, and that staff are only used for basic communications.

## 5.5 TRANSLATED FORMS AND DOCUMENTS

### 5.5.1 STATE TRANSLATED CONTENT

In order to help facilitate communication between the court and LEP and D/HH/DB individuals, and to facilitate the disposition of cases, the court will take steps to evaluate the need for translated materials and to provide those materials. The court refers to the court forms translated into the following languages, and available on the AOC website<sup>4</sup>, and makes these forms available as appropriate:

- Spanish
- Russian
- Vietnamese
- Tagalog
- Chinese (Simplified)

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<sup>4</sup> [AOC Court Forms](#)

- Korean

In addition to these court forms, a number of guides or introductions to courts and court processes are available in Spanish, covering these topics:

- A guide to the court system<sup>5</sup>
- Informational one- and two-pagers on self-representation in Municipal, District, and Superior Courts and an introduction to Small Claims Courts<sup>6</sup>

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### **5.5.2 WEBSITE NOTICE**

Consistent with changes in 2025 to RCW 2.43, the court will take steps to make available on its website translated information that informs the public of procedures necessary to access a court's language access services and programs. The information shall be provided in five or more languages other than English that reputable data indicates are predominate in the court's jurisdiction. In order to achieve this, the court will consider adopting such notice when provided by the AOC, or will prepare its own statement and secure translation.

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### **5.5.3 TRANSLATION ALTERNATIVES**

In the absence of written translations of documents in languages other than English, the court will provide alternative forms of access to the content of important English-language written content, such as by providing a sight translation. "Sight translation" refers to rendering written content in one language orally into another language. Washington court-certified interpreters are judged competent in providing accurate sight translation.

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### **5.5.4 TRANSLATED CONTENT**

Because statewide forms change frequently, the court's only independently translated content is a Spanish language version "Attachment A" in Unlawful Detainer actions. This is available on the court's website.

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<sup>5</sup> [Guía](#)

<sup>6</sup> [Pro se litigants](#)

***Sight-translation on the record should be limited and will not be used as a replacement of written translations of documents offered in an evidentiary hearing.***

## **5.6 PROVIDING EMERGENCY INFORMATION TO LEP COURT CUSTOMERS**

The court takes reasonable steps to ensure that LEP and D/HH/DB individuals have meaningful access to emergency information should an emergency situation arise. The court provides such information in the following ways:

- There are universally understood emergency signs located in strategic places throughout the courthouse building; and
- Evacuation maps are located in visible public areas with “Emergency Evacuation Map” signage in English and Spanish.

## **6 TRAINING**

In order to continue to integrate the provision of language access services into the commonplace operations of the court, and to sustain those services in a viable and robust manner, the court will provide staff training based on the content in this Language Access Plan.

### **6.1 TRAINING TOPICS**

Key areas of focus are the following:

- General language access training and orientation for new staff employees as part of their initial training;
- Identifying language access needs at points of access;
- Providing notice in accessible manners about the availability of language access services and how to request or access those services;
- Courtroom management when interpreters are used;
- Use of remote technologies for interpreting;
- Cultural competence;
- Proper appointment and scheduling of interpreters for court proceedings and court-managed programs and services;

- Role of an interpreter, modes of interpreting, and interpreter ethics and professional standards; and
- How to qualify a non-credentialed court interpreter.

## 6.2 MEANS OF PROVIDING TRAINING

In order to best meet these training and orientation needs, the court has adopted or will adopt a targeted approach, and the court's judicial officers and staff will have access to the following training opportunities, as appropriate.

| Instructional Format                          | Item/Topic/Session   | Audience, as applicable   |
|---|--|---|
| Live or recorded in-person or remote sessions | <ul style="list-style-type: none"> <li>• Judicial and court administrator conferences with language access presentations</li> <li>• Judicial College for new judicial officers</li> <li>• 2025 AOC Language Access Webinar Series sessions</li> <li>• Ongoing presentations as offered by AOC and the Interpreter and Language Access Commission</li> <li>• Internally provided trainings</li> </ul> | <ul style="list-style-type: none"> <li>◦ Judicial Officers</li> <li>◦ Court Administrators</li> <li>◦ Interpreter Coordinator</li> <li>◦ All court staff</li> </ul>     |
| Instructional Modules                         | <ul style="list-style-type: none"> <li>• Language Access Basic Training (LABT) modules</li> </ul>  | <ul style="list-style-type: none"> <li>◦ New employees</li> <li>◦ New to point-of-access role (front counter, etc.)</li> </ul>  |
| Written Content                               | <ul style="list-style-type: none"> <li>• RCW changes, AOC's 2025 2-pager</li> <li>• Bench Card for Spoken Language and Sign Language Interpreters</li> <li>• Internally created procedures on remote interpretation and maintaining interpreter equipment</li> </ul>   | <ul style="list-style-type: none"> <li>◦ Court Administrators</li> <li>◦ Interpreter Coordinator</li> <li>◦ Judicial Officers</li> <li>◦ Judicial Assistants</li> </ul> |

## 7 PUBLIC NOTIFICATION. STEPS FOR MONITORING AND REVIEW OF PLAN.

### 7.1 PUBLIC NOTIFICATION

Consistent with RCW 2.43, this LAP is a publicly available document. Members of the public may access a copy of this plan by:

- Accessing it on the court's website at:  
<https://skagitcounty.net/Departments/SuperiorCourt>
- Requesting a copy, which can be provided in digital or printed form, at the court's discretion.

### 7.2 FILING A COMPLAINT

LEP and D/HH/DB individuals have an option to file a complaint with the local court by using the following process:

1. The complainant is required to state their complaint in writing on a form provided by the court and available on the court's website. The complaint form is attached to this Language Assistance Plan. The complainant is urged to be specific when stating the facts underlying their complaint.

The court's website is:

<https://www.skagitcounty.net/Departments/SuperiorCourt>

2. The complainant shall submit their complaint to the court administrator either by email at [superiorcourtadmin@co.skagit.wa.us](mailto:superiorcourtadmin@co.skagit.wa.us) or to the following mailing address:

Court Administrator  
Skagit County Superior Court  
205 W. Kincaid St.  
Mount Vernon, WA 98273

3. The presiding judge shall promptly review the complaint and take such remedial action as the presiding judge deems appropriate.
4. The court administrator shall provide the complainant with a copy of the presiding judge's response within twenty (20) days of the initial complaint.



### **7.3 DISSEMINATING THE LAP**

In an effort to further disseminate knowledge about this plan, the court will provide notification of its update in the following manners:

- Collaborating with local bar associations, justice partners and other relevant organizations, to include local organizations from which data was collected pursuant to Section 3.1, to ensure distribution of information.
- Establishing mechanisms for obtaining feedback from the public, attorneys and justice partners regarding the implementation and effectiveness of the administrative protocol and take this feedback into account at the biennial evaluation of the protocol.

### **7.4 PERIODIC EVALUATION OF THE LAP**

The court will review this LAP to determine updates and revisions that might be needed according to the following schedule:

- In preparation for the biennial requirement to submit an updated plan to AOC by Jan 1 of every even-numbered calendar year. In preparation for the biennial submission of an updated plan, the court will review this plan according to this schedule in odd-numbered years:
  - Conduct a full review of the LAP between August 15<sup>th</sup> and final adoption of the updated LAP by December 31<sup>st</sup>
  - Initiate the Needs Assessment and Data Collection in Section 3 of this plan by September 10<sup>th</sup>
  - Complete Needs Assessment and Data Collection by October 31<sup>st</sup>
  - Finalize the LAP review and submit the proposed plan to AOC by December 31<sup>st</sup> (or an earlier internal deadline if a) one is given to Language Assistance Interpreter Reimbursement Program courts, and b) this court is a current LAIRP participant)
- The court will continue to identify issues and potential improvements outside of the time period for LAP review.
- Additionally, the court will compile internal notes as to issues and/or suggestions regarding the current plan along with any complaints and/or suggestions from members of the bar, litigants, or other interested members of the public about the current plan outside of the time period for LAP review. Those comments will be reviewed and considered between September 1<sup>st</sup> and October 31<sup>st</sup> in odd-numbered years while

updating the current LAP. The court will communicate with relevant community partners in assessing those comments and identifying solutions.

This periodic evaluation will include an analysis of the number of interpreter requests by language, including sign language, comparing that usage to anticipated usage in Skagit County based on reputable data sources indicated in Section III of this plan. This analysis will serve to achieve the following:

- Assessment of current language needs to determine if additional services or translated materials should be provided;
- Assessment of whether staff members have received adequate support and training, and determining other appropriate supports; and
- Identification of challenges or trends the court is experiencing with providing language access services.

Consistent with RCW 2.43, the court will submit its next current Language Access Plan to the AOC by January 1, 2028.

## **7.5 AREAS OF FOCUS FOR CONTINUED IMPROVEMENTS TO LANGUAGE ACCESS**

As a living document, this LAP will be updated to reflect changes in the provision of services. These changes can reflect the demographics of the court's service area, changes in the availability of interpreters, or efforts to bolster the provision of language access services. Areas of focus for the court include the following:

- Better identifying forms to prioritize for translation consideration. The court will look at the frequency of need to sight-translate specific documents, and will highlight those documents and languages for translation consideration;
- Referring to the statewide translations of court forms available on the AOC website, and making use of those forms whenever possible;
- Sharing translated forms with other superior courts and making use of shared translated forms;
- Consideration of the technical and infrastructure requirements to provide remote interpretation, as a possible means to avoid delays while providing language access; and
- Compiling additional resources for retaining interpreters in uncredentialed languages.

## 7.6 COURT REVIEW AND APPROVAL:

This Plan has been reviewed by the following person(s) at the court, and is approved to be submitted to the AOC, as indicated in RCW 2.43.090:

Judge Elizabeth

Yost Neidzwski

Presiding Judge

(360) 416-1200

Name

Title

Contact Information

Rosanna Wadkins

Court Administrator

superiorcourtadmin@co.skagit.wa.us

Name

Title

Contact Information

December 10, 2025

Date

# **ATTACHMENT A: COMPLAINT FORM**

**Skagit County Superior Court**  
**Language Access Plan Complaint Form**

Date: \_\_\_\_\_

Complainant's Name (Optional): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please state with specificity why you believe the court is out of compliance with the Skagit County Superior Court Language Access Plan, any state or federal statute, or any state or local court rule:

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When completed, this complaint should be submitted in person, by mail, or by email to:

Skagit County Superior Court Administrator

**In Person or Mail:**

205 W. Kincaid St.

Mount Vernon, WA 98273

**Email:**

[superiorcourtadmin@co.skagit.wa.us](mailto:superiorcourtadmin@co.skagit.wa.us)