



# HIRING AN INTERPRETER

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## Quick Reference Guide for LASC Justice Partners

If you are a litigant wanting to request an interpreter for your court case, this reference guide is not for you. Click [here](#) for information on how to request an interpreter.

# Quick Reference Guide

## WHEN DO I NEED TO PRIVATELY HIRE AN INTERPRETER?

Los Angeles Superior Court provides interpreters for what is defined by a Memorandum of Understanding, as unit work. Unit work is interpreting done in a courtroom, in courthouse lock-up, brief hallway interviews, family court services mediation, probate investigation pre-hearing interviews on the date of the hearing, and mental health hearings occurring bedside at a hospital. Securing interpreters for all other matters is deemed the responsibility of justice partners. Justice partners receive separate interpreter funding for this purpose.

## DO I NEED TO HIRE A CERTIFIED OR REGISTERED INTERPRETER?

The Judicial Council of California determines what languages are certified and registered for purposes of *court* interpretation. Certified languages include: American Sign Language (ASL) Arabic, Armenian- Eastern, Armenian- Western, Cantonese, Farsi, Japanese, Khmer, Korean, Mandarin, Portuguese, Punjabi, Russian, Spanish, Tagalog, and Vietnamese. Registered languages include all those not stated above.

While all LASC employed interpreters are certified or registered, justice partners may not have this same requirement when privately contracting with an interpreter. If you are not required to hire certified or registered, there are other methods by which to secure an interpreter (see below).

## HOW DO I FIND AN INTERPRETER?

The Judicial Council oversees certification and registration of all interpreters. To view their list, visit <http://www.courts.ca.gov/35273.htm>.

If you do not wish to secure a court certified or registered interpreter, there are multiple resources to locate other interpreters. To view other lists, visit <http://www.courts.ca.gov/interpreterresources.htm>.

## HOW DO I FIND AN INTERPRETER FOR 730 EVALUATIONS?

The court provides a court interpreter for hearings only that occur bedside in hospitals. Securing an interpreter for all other matters, including 730 evaluations, are the responsibility of justice partners.

730 evaluations require the use of a certified or registered interpreter. Filtering the certified/registered interpreter list on the Judicial Council's website for interpreters willing to provide services for 730 evaluations will require efforts by you as the justice partner. You may decide to contact interpreters individually to develop your own list or obtain the services of an interpreter agency who can do that for you. An agency can coordinate and guarantee services for you for a fee. LASC cannot endorse agencies or non-court employee interpreters for this purpose.

## HOW DO I ENSURE INTERPRETER ACCESS TO A JAIL FACILITY?

Be mindful of timing if an interpreter will need access to a jail facility. The facility will need to conduct a background check beforehand which will take at least one week. See attached expert access information sheets provided by the Sheriff's Department for the following facilities: [CRDF](#), [MCJ](#), and [TTCF](#).

-OR-

You may have your private interpreter apply for a jail access and identification card through the Inmate Services Bureau. This will allow easier access to jail facilities and negate the requirement that a background check be conducted before each visit. An application for the jail access and identification card can be obtained by contacting:

Sergeant Juan D. Martinez  
Inmate Services Bureau  
4700 W. Ramona Blvd, Rm. 309  
Monterey Park, CA 91754  
(323) 526-5369  
[J1martin@lasd.org](mailto:J1martin@lasd.org)



# CENTURY REGIONAL DETENTION CENTER

## CONTACT PERSON

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### **CRDF Legal Unit**

**(323) 568-4616**

**(323) 568-4617**

**FAX: (323) 415-7718**

**All female inmates are housed at CRDF. None are held at other facilities.**

## WATCH COMMANDER

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This assignment changes according to shift. Please call the watch commander to resolve issues on the day of in the case the legal office is closed.  
**(323) 568-4505**

## HOURS FOR VISITATION

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### **PROFESSIONAL VISITING/ATTORNEY ROOM:**

**MONDAY – FRIDAY 9:15AM – 1:00PM AND 2:00PM – 4:00PM**

### **REGULAR VISITING HOURS:**

**SATURDAY AND SUNDAY 7:30AM – 12:30PM AND 2:00PM – 5:30PM**

**SCHEDULED TIMES FOR PRIVATE INTERVIEW ROOMS USED BY PUBLIC DEFENDERS AND PSYCHOLOGICAL EVALUATIONS:**

**ROOMS AVAILABLE DURING PROFESSIONAL VISITING HOURS**

## AREAS AVAILABLE FOR EVALUATIONS

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### **NON CONTACT ASSESSMENTS:**

These assessments can be accommodated in the attorney room.

### **CONTACT OR “FACE TO FACE” ASSESSMENTS:**

CRDF does not accept reservations for the Booking Area Interview Rooms. The expert is required to FAX the court order to the CRDF Legal Unit for a “Face to Face” visit at least one day before. This will help the visiting staff to expedite a pass for the evaluation. In the case that the patient refuses the pass or the expert requests an interview at the cell door, the expert will be directed through Facility Control and escorted to the housing area to conduct the evaluation.



# CENTURY REGIONAL DETENTION CENTER

## GENERAL RULES FOR ALL FACILITIES

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- Under no circumstances shall a visitor engage in any form of physical contact with the inmate. Violation of this policy shall result in the termination of the visit.
- When making an appointment to conduct an evaluation in private interview rooms or at the cell you are required to fax a copy of the court order for the evaluation to the respective contact for that facility at least one day in advance.
- If the expert is arriving to conduct an assessment on the weekend, approach the visiting staff and notify them of the reason for your visit. The expert is not required to wait in the line for regular visits. Have the court order with you to assist with the process.
- When the assessment requires the use of a laptop computer, camera, or video recording device, the court order must so specify.
- Due to the linear construction of MCJ, cell front visits are not permitted. They would not comply with HIPAA and present a security risk.
- Each appointment is for one inmate at a time.



# MEN'S CENTRAL JAIL

441 BAUCHET ST, LOS ANGELES, CA 90012

## CONTACT PERSON

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MCJ Legal Office (213) 974-0103

FAX: (213) 626-5961

Others in the office can assist you. Please contact if you need to locate a client.

## WATCH COMMANDER

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This assignment changes according to shift. Please call the watch commander to resolve issues on the day of the case if the legal office is closed.  
(213) 974-4940

## HOURS FOR VISITATION

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### PROFESSIONAL VISITING/ATTORNEY ROOM:

MONDAY – THURSDAY 8AM – 7PM

FRIDAY 7:30AM – 4:45PM

### REGULAR VISITING HOURS:

THURSDAY AND FRIDAY 11AM – 6PM

SATURDAY AND SUNDAY 8AM – 3PM

### SCHEDULED TIMES FOR PRIVATE INTERVIEW ROOMS USED BY PUBLIC DEFENDERS AND PSYCHOLOGICAL EVALUATIONS:

WEEKDAYS FROM 7AM – 1PM AND FROM 2:30PM – 8:30PM

NO ACCESS TO PRIVATE INTERVIEW ROOMS ON WEDNESDAYS AND THURSDAYS FROM 11:30 A.M. TO 1:30 P.M.

## AREAS AVAILABLE FOR EVALUATIONS

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### NON CONTACT ASSESSMENTS:

These assessments can be accommodated in the attorney room or the 6000/hospital visiting area.

### CONTACT OR “FACE TO FACE” ASSESSMENTS:

These assessments will be accommodated in the 6000 interview rooms.

Please contact the MCJ legal office at least one week prior to your intended visit. These rooms are utilized by a number of visiting professionals, requiring advance scheduling.

During the morning session only a two hour block can be reserved due to demand. In the afternoon session a four hour block may be reserved when they are open and available.



# **MEN'S CENTRAL JAIL**

**1B441 BAUCHET ST, LOS ANGELES, CA 90012**

## **GENERAL RULES FOR ALL FACILITIES**

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- Under no circumstances shall a visitor engage in any form of physical contact with the inmate. Violation of this policy shall result in the termination of the visit.
- When making an appointment to conduct an evaluation in private interview rooms or at the cell you will be required to fax a copy of the court order for the evaluation to the respective contact for that facility.
- If the expert is arriving to conduct an assessment on the weekend, approach the visiting staff and notify them of the reason for your visit. They will not be required to wait in the line for regular visits. Have the court order with you to assist with the process.
- When the assessment requires the use of a laptop computer, camera, video recording device the court order must specify the requirement.
- Due to the linear construction of MCJ, cell front visits are not permitted. They would not comply with HIPAA and present a security risk.
- Each appointment is for one inmate at a time.



# TWIN TOWERS CORRECTIONAL FACILITY

## CONTACT PERSON

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**Twin Towers Legal Office:**

(213) 473-6548 / 6549

FAX: (213) 229-9989

Staff in this office can assist you.

**Trouble shooter for TTCF:**

Visiting (213) 893-5150

## HOURS FOR VISITATION

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**PROFESSIONAL VISITING/ATTORNEY ROOM:**

**MONDAY – FRIDAY                      9AM – 1PM AND 2PM – 6PM**

**REGULAR VISITING HOURS:**

**MONDAY AND TUESDAY      9:30AM – 5:30PM**

**SATURDAY AND SUNDAY      7:30AM – 4PM**

**SCHEDULED TIMES FOR PRIVATE INTERVIEW ROOMS USED BY PUBLIC  
DEFENDERS AND PSYCHOLOGICAL EVALUATIONS:**

**WEEKDAYS FROM 9AM – 1PM AND FROM 2PM – 6PM**

## WATCH COMMANDER

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This assignment changes according to shift. Please call the watch commander to resolve issues on the day of the case if the legal office is closed.  
(213) 893-5100

## AREAS AVAILABLE FOR EVALUATIONS

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**NON CONTACT ASSESSMENTS:**

These assessments can be accommodated in the Attorney Room of the Visiting area.

**CONTACT OR “FACE TO FACE” ASSESSMENTS:**

At TTCF most Dept. 95 assessments are conducted on the floor that the inmate is housed, or at cell front when needed.

Please contact the TTCF legal office at least one day prior to your intended visit if you require a private interview room (not on the floor). These rooms are utilized by a number of visiting professionals, requiring advance scheduling. The Evaluator should check into the Tower I visiting area during normal visiting hours and the visiting area staff will approve the evaluator for entry into the facility. Prior to arriving, the evaluator should fax the court order to TTCF Legal. TTCF will make every attempt to expedite the process for the evaluator.





# **TWIN TOWERS CORRECTIONAL FACILITY**

## **GENERAL RULES FOR ALL FACILITIES**

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- Under no circumstances shall a visitor engage in any form of physical contact with the inmate. Violation of this policy shall result in the termination of the visit.
- When making an appointment to conduct an evaluation in private interview rooms or at the cell you are required to fax a copy of the court order for the evaluation to the respective contact for that facility at least one day in advance..
- If the expert is arriving to conduct an assessment on the weekend, approach the visiting staff and notify them of the reason for your visit. The expert is not required to wait in the line for regular visits. Have the court order with you to assist with the process.
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