

FOREIGN LANGUAGE TRANSLATIONS OF COURT FORMS

FREQUENTLY ASKED QUESTIONS

1. The individual who has limited English proficiency (LEP) has already completed the blanks in the foreign language translation. Can we accept that?

No. These foreign language documents are only informational and are not to be filed with the court. This is explained in a watermark across the face of the document and in a warning at the bottom of the page.

2. Should the LEP individual write responses in the blanks on the English form?

There is no expectation that an LEP individual would complete written responses on an English document or that an interpreter would reduce an LEP individual's responses to writing. An interpreter should be used to provide interpretation of oral questioning, and then the information can be captured on the English form by the court official for whom the interpreter is interpreting.

3. Someone with limited English proficiency is asking me about the document. I already gave the person the appropriate translation, and I do not know what extra assistance is needed.

It is possible that the individual has a specific question pertaining to the case. Also, the individual's native language reading skills may not be sufficient to understand this document. An over-the-phone interpreter or an in-person interpreter should be sought to facilitate communication.

4. With the aid of this translation, some bilingual court personnel speak enough of a foreign language to conduct business in a language other than English. Is that acceptable?

In general, all court participants should speak English at all times during proceedings. A more thorough explanation of suggested practices with regard to the use of languages other than English is found in the Section USE OF LANGUAGES OTHER THAN ENGLISH BY JUDGES, ATTORNEYS, OR OTHER PARTICIPANTS located in CONDUCTING INTERPRETED PROCEEDINGS within the document [SERVING NON-ENGLISH SPEAKERS IN THE VIRGINIA COURT SYSTEM](#).

5. How do I know that someone has completely read and understood the contents of a translation?

To confirm that someone has read and understood a document, it is natural to ask the individual directly. An over-the-phone interpreter or an in-person interpreter should be sought to facilitate communication.

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6. How do I order copies of these translations?

The foreign language translations are only available in a Master format, and not a printed format. Clerks' offices can access the translations under Forms either on the Intranet or on the Internet.

7. Who can help me with questions about the use of these translations?

Please call the Department of Judicial Services at 804.371.2424 if you require additional information about these translations.