

2026

**Language Assistance Plan (LAP) for the Partnering Superior, District,
and Municipal Courts of Eastern Washington includes the following Courts:**

Adams County District Court

Airway Heights Municipal Court

Cheney Municipal Court

Cle Elum Municipal Court

Colfax Municipal Court

Ferry County District Court

Franklin County District Court

Garfield County District Court

Grant County District Court

Lincoln County District Court

Lincoln County Superior Court

Lower Kittitas County District Court

Okanogan County District Court

Pend Oreille County District Court

Roslyn Municipal Court

Spokane County District Court

Spokane Municipal Court

Upper Kittitas County District Court

Yakima Municipal Court

Zillah Municipal Court

LANGUAGE ACCESS PLAN

1 PURPOSE

This language access plan (LAP) sets forth the ***Partnering Superior, District, and Municipal Courts of Eastern Washington*** 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 the Partnering Superior, District, and Municipal Courts of Eastern Washington for 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 the Partnering Superior, District, and Municipal Courts of Eastern Washington 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 Partnering Superior, District, and Municipal Courts of Eastern Washington 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 Partnering Superior, District, and Municipal Courts of Eastern Washington 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 ¹
- Most recent decennial US Census
- The American Community Survey (ACS), an annual component of the 10-year Census
- Language Access and Interpreter Reimbursement Program, specifically data from the following year(s):

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

- County health department
- Public Defender's Office/Office of Assigned Counsel
- Prosecuting Attorney's Office
- County or City Attorney's Office
- Local legal aid service providers and community-based organizations that focus their service provision on immigrant and refugee populations to identify possible immigration and new language trends

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.

The most current language need identification efforts undertaken by the Partnering Superior, District, and Municipal Courts of Eastern Washington show the following non-English languages, whether spoken or signed, that are most frequently used in our geographic area:

1. Spanish
2. Russian
3. ASL - American Sign Language
4. Ukrainian
5. Marshallese

¹ [Language Interpretation Dashboard](#)

The Partnering Superior, District, and Municipal Courts of Eastern Washington have identified the following additional less-frequently used non-English languages among court users in the area:

- Arabic
- Vietnamese
- Chinese
- Punjabi
- Chuukese
- Swahili
- Mein
- Hmong
- Mandarin
- Dari

3.2 TRACKING AND MONITORING LANGUAGE ACCESS DATA

To help plan for future provision of language access services, and to make the most efficient use of court resources, the Partnering Superior, District, and Municipal Courts of Eastern Washington will track the following information for cases involving language access:

- Language
- Case type
- Proceeding
- Location of service request
- Whether the language access service requested was granted or denied
- Reason for denial

Tools or methods used to track data are as follows:

- Spreadsheet
- Case Management System
- Outlook
- Third-party interpreter scheduling system
- Staff interpreters

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 Partnering Superior, District, and Municipal Courts of Eastern Washington have identified or will identify procedures to alert court users of available language access services. The Partnering Superior, District, and Municipal Courts of Eastern Washington have done this or will do this in the following ways:

4.1.1 WEBSITE

As indicated in Section V of this plan and consistent with RCW 2.43.090, the Partnering Superior, District, and Municipal Courts of Eastern Washington will make available on their court's website translated information to inform the public of how to access the court's language access services. The Partnering Superior, District, and Municipal Courts of Eastern Washington 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.

4.1.2 TELEPHONE:

The Partnering Superior, District, and Municipal Courts of Eastern Washington:

- Has knowledgeable bilingual staff who can provide "in-language" support directly in the language of callers, for some languages other than English.
- Uses telephonic interpretation services, which allow court staff to access interpreters in many languages through a conference call service.

4.1.3 IN-PERSON:

The Partnering Superior, District, and Municipal Courts of Eastern Washington

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

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

4.2 POINTS OF ACCESS

The Partnering Superior, District, and Municipal Courts of Eastern Washington considers telephonic, online, and in-person interactions as points of access to the court and its services. The physical points of access include:

- Information desk or kiosk
- Front counter
- Security screening at facility entrances
- Clerks' Offices
- Jury Offices
- Court Records Office
- Cashier Offices
- Small Claims or Alternative Dispute Resolution Services
- Courtrooms
- Court Facilitator or pro se services provided by the court
- Court-managed programs and services

Coordination with Justice Partners

To ensure the earliest possible identification of the need for language access services, the Partnering Superior, District, and Municipal Courts of Eastern Washington have established internal protocols with the various justice partners which routinely interact with their 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
- Domestic violence victim's advocate
- Attorney/public defender
- Court facilitator
- Law enforcement
- Bailiff
- Pretrial services

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 his or her 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 or office 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 assure 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 CONTRACT

Each Partnering Superior, District, and Municipal Courts of Eastern Washington has designated a person, through employment or by contract, to oversee the coordination of language access services and to manage requests for interpreters and other language access services *[see attachment A]*. This designated person or office oversees the following:

- Developing lists of interpreters and securing interpreter services
- Receiving and tracking language assistance requests
- Addressing gaps in interpreter services by conducting outreach as needed
- Providing information to assist LEP and D/HH/DB individuals to secure language access services
- Assisting or providing referrals to attorneys, justice partners, and other relevant persons to secure language access services for their clients and constituents
- Assisting court staff with securing language access services
- Answering questions from LEP and D/HH/DB individuals, and the public at large, regarding the court's available language access services

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 the designee for each court *[see attachment A]*.

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 following guidelines when meeting the need for an interpreter.

5.2.1 CREDENTIALIAED INTERPRETERS:

The Partnering Superior, District, and Municipal Courts of Eastern Washington appoints court-credentialed spoken language or court-credentialed sign language interpreters whenever such persons are available. To secure appropriate interpretation, the Partnering Superior, District, and Municipal Courts of Eastern Washington use the following:

- Staff interpreters
- Independent contractor interpreters, using AOC's registry of credentialed spoken language interpreters
- Independent contractors sign language interpreters, using DSHS' Office of Deaf and Hard of Hearing (ODHH) website

5.2.2 NON-CREDENTIALIAED INTERPRETERS:

When credentialed interpreters are not available, or for languages for which interpreters are not credentialed, the Partnering Superior, District, and Municipal Courts of Eastern Washington takes steps to locate those interpreters who might still be able to provide acceptable services.

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

Good cause is found when:

- (i) 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
- (ii) 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 assure the proposed interpreter has the ability to interpret accurately. The appointing authority shall satisfy itself on the record that the proposed interpreter:

Is capable of communicating effectively with the court or agency and the person for who the interpreter would interpret; and

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 Partnering Superior, District, and Municipal Courts of Eastern Washington 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 Interpreting², last updated by the Interpreter Commission in July, 2025. In the case of signed language interpreters, the court will refer as needed to the Bench Card for Hearings with Sign Language Interpreters, last updated in 2021.³

*Guiding Principle: The **Partnering Superior, District, and Municipal Courts of Eastern Washington** 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 interpreter 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 Partnering Superior, District, and Municipal Courts of Eastern Washington are responsible for taking reasonable steps to ensure that LEP and D/HH/DB persons impaired have meaningful access to services outside the courtroom. It is the practice of the Partnering Superior, District, and Municipal Courts of Eastern Washington to provide interpreters for court-managed services, programs and operations consistent with state and federal language access mandates. In compliance with such mandates, the court may provide language access services at:

- Clerks' offices front counters
- Probation offices
- Court ordered programs
- Virtual Systems

² [AOC Bench Card for Courtroom Interpreting](#)

³ Ibid

The Partnering Superior, District, and Municipal Courts of Eastern Washington, in compliance with federal and state civil rights laws and regulations, shall provide the most appropriate language access service for these programs and services, including qualified interpreters, bilingual staff, translated materials, and information. When the most appropriate language access service is the appointment of a qualified interpreter, the Partnering Superior, District, and Municipal Courts of Eastern Washington shall follow the guidelines described for the appointment of interpreters.

5.4 THE PROVISION OF INTERPRETATION SERVICES

The Partnering Superior, District, and Municipal Courts of Eastern Washington have 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 an interpreter consistent with RCW 2.43 and the processes outline in section “Appointment of Interpreters for Court Proceedings.”

5.4.1 INTERPRETING MODALITY

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

5.4.1.1 IN-PERSON INTERPRETATION

The Partnering Superior, District, and Municipal Courts of Eastern Washington use in-person interpreters as indicated:

- The court uses in-person interpreters whenever possible, and uses Video Remote Interpreting (VRI) as an alternative as needed

5.4.1.2 VIDEO REMOTE INTERPRETATION

When the Partnering Superior, District, and Municipal Courts of Eastern Washington make 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, full-motion video and audio;
- A clear, large image;
- A clear transmission of voices;
- Adequate training of staff in utilizing the equipment; and
- The court has established procedures, has secured the requisite equipment, and has court staff with training on providing VRI. The court uses VRI as a regular component of providing interpreter services.

- The court uses VRI as a last resort for non-evidentiary proceedings

5.4.1.3 TELEPHONIC INTERPRETATION

The Partnering Superior, District, and Municipal Courts of Eastern Washington make use of telephonic interpretation for interactions with persons with Limited English Proficiency (LEP) that are relatively short in nature and generally not of a legal nature. These interactions typically take place at points of contact such as court clerk's office, cashier's office, front counter, and other such places. The Partnering Superior, District, and Municipal Courts of Eastern Washington have the following arrangement for telephonic interpretation services:

- Bilingual court staff who can provide basic information by telephone and where not available will utilize a contract or agreement with a telephonic service provider

5.4.2 TEAM INTERPRETING:

The Partnering Superior, District, and Municipal Courts of Eastern Washington 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:

Spoken language	Signed Language	Assign
More than 1 hr. Simultaneous	More than 1 hr.	2 interpreters
More than 2 hr. Consecutive	n/a	2 interpreters
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.		

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 Partnering Superior, District, and Municipal Courts of Eastern Washington has adopted or will adopt the following practices:

- Maximizing the contracted time of interpreters so that when an interpreter is not occupied in a courtroom proceeding, he or she may be assigned to assist in other court-managed services, such as clerk's offices, pro se clinics, Courthouse Facilitator meetings, or others

5.4.4 ADDITIONAL CONSIDERATIONS IN THE APPOINTMENT AND USE OF INTERPRETERS

- In appointing interpreters, court staff will ensure that the interpreter and the LEP or D/HH/DB participant can effectively communicate. It is also the practice of the court to:
- Only allow an LEP or D/HH/DB person to waive his or her 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 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, 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 Partnering Superior, District, and Municipal Courts of Eastern Washington and LEP and D/HH/DB individuals, and to facilitate the disposition of cases, the Partnering Superior, District, and Municipal Courts of Eastern Washington will take steps to evaluate the need for translated materials and to provide those materials. The Partnering Superior, District, and Municipal Courts of Eastern Washington refer

to the court forms translated into the following languages, and available on the AOC website⁴, and makes these forms available as appropriate:

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

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 system⁵

Informational one- and two-pagers on self-representation in Municipal, District, and Superior Courts and an introduction to Small Claims Courts⁶

5.5.2 WEBSITE NOTICE

Consistent with changes in 2025 to RCW 2.43, the Partnering Superior, District, and Municipal Courts of Eastern Washington will take steps to make available on each court's 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 predominant in the court's jurisdiction. In order to achieve this, the Partnering Superior, District, and Municipal Courts of Eastern Washington will consider adopting such notice when provided by the AOC, or will prepare its own statement and secure translation.

5.5.3 TRANSLATION ALTERNATIVES

In the absence of written translations of documents in languages other than English, the Partnering Superior, District, and Municipal Courts of Eastern Washington will provide alternative forms of access to the content of important English-language written content, such as 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.

⁴ [AOC Court Forms](#)

⁵ [Guía](#)

⁶ [Pro se litigants](#)

5.5.4 TRANSLATED CONTENT

The Partnering Superior, District, and Municipal Courts of Eastern Washington have translated content based on language needs. State forms that have been translated are available at www.courts.wa.gov/forms.

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 Partnering Superior, District, and Municipal Courts of Eastern Washington are taking reasonable steps to ensure that LEP and D/HH/DB individuals have meaningful access to emergency information should an emergency situation arise. The Partnering Superior, District, and Municipal Courts of Eastern Washington provide such information in the following ways:

- There are universally understood emergency signs located in the strategic places throughout the courthouse building;
- Emergency exits are clearly marked [possibly also in the most common non-English language(s) used in the area];
- Evacuation map(s) are located in visible public area points with an indication using the most common non-English language (in addition to English) spoken in the area to designate the evacuation map(s).
- Bilingual staff is informed and trained to provide emergency information.

6 TRAINING

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

6.1 TRAINING TOPICS

Key areas of focus are the following:

- Initial 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
- Proper appointment and scheduling of interpreters for all court proceedings and court-managed programs and services
- How to qualify a non-credentialed court interpreter
- Role of an interpreter, modes of interpreting, and interpreter ethics and professional standards
- Courtroom management when interpreters are used
- Use of remote technologies for interpreting

6.2 MEANS OF PROVIDING TRAINING

In order to best meet these training and orientation needs, the Partnering Superior, District, and Municipal Courts of Eastern Washington 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">• Judicial Conferences with language access presentations• Judicial College (new judicial officers)• 2025 AOC Language Access Webinar Series sessions	<ul style="list-style-type: none">◦ New Judicial Officers or those new to WA◦ Court Administrators◦ Court Clerks◦ Interpreter Coordinators
Instructional Modules	<ul style="list-style-type: none">• Language Access Basic Training (LABT) modules	<ul style="list-style-type: none">◦ New employees◦ New to point-of-access role (front counter, etc.)
Written Content	<ul style="list-style-type: none">• RCW changes, 2025 2-Pager• Bench Card for Spoken Language and Sign Language Interpreters	<ul style="list-style-type: none">◦ Court Administrators◦ Judicial Officers

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: **[see Attachment B]**
- Requesting a copy, which can be provided in digital or written 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 using local court's customer complaint filing procedures. The local court complaint rules/processes are as follows:

1. The complaint is submitted to the administrator or interpreter coordinator in person or in writing in LEP person's language for consideration in accordance with local court-complaint process
2. The complaint is forwarded to the court administrator for review and decision on whether the court administrator acts on the court's level, in consultation with the presiding judge, or submits it to the Court Interpreter Commission for further action
3. The Court will respond to the complaint in writing

7.3 DISSEMINATING THE LAP

In an effort to further disseminate knowledge about this plan, the Partnering Superior, District, and Municipal Courts of Eastern Washington will provide notification of its update in the following manner:

- Collaborating with local bar associations, justice partners and other relevant organizations 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 yearly evaluation of the protocol.

7.4 PERIODIC EVALUATION OF THE LAP

The Partnering Superior, District, and Municipal Courts of Eastern Washington will review this LAP to determine updates and revisions that might be needed, according to the following schedule:

- Annually, as part of the court's regular established review schedule
- In preparation for the biennial requirement to submit an updated plan to AOC by January 1 of every even-numbered calendar year. To prepare for the biennial submission of an updated plan, the Partnering Superior, District, and Municipal Courts of Eastern Washington will review this plan according to this schedule:

September	Obtain updated LAP Template from AOC, if applicable
October	Review the existing LAP and send out the questionnaire to group
November	Submit updated LAP to AOC

This periodic evaluation will include an analysis of the number of interpreter requests by language, including signed language, comparing that usage to anticipated usage for the region served by the court 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
- Identification of challenges or trends the court is experiencing with providing language access services.

Consistent with RCW 2.43, the Partnering Superior, District, and Municipal Courts of Eastern Washington 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 Partnering Superior, District, and Municipal Courts of Eastern Washington'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
- Consideration of the technical and infrastructure requirements to provide remote interpretation, as a possible means to avoid delays while providing language access

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 [*see Attachment A in addition*]

LAP Contact Person

Local Contact:

Emily Hetnar, Executive Assistant
Spokane Municipal Court
1100 West Mallon Avenue
Spokane, WA 99260
ehetnar@spokanecity.org
(509) 625-4415

State Contact:

Leonard Alvarez
Court Program Analyst | Language Access
Program
Administrative Office of the Courts
leonard.alvarez@courts.wa.gov
www.courts.wa.gov

Jeanine Sword, Judicial Executive Specialist
Spokane Municipal Court
1100 West Mallon Avenue
Spokane, WA 99260
jsword@spokanecity.org
(509) 622-5867

December 1, 2026

Attachment A

Court	Designated Person/Position	Email	Phone
Adams County District Court-Othello	Lazaro Martinez Court Administrator 425 E. Main St. Ste 400 Othello, WA 99344	lazarom@co.adams.wa.us	509-244-2773 509-488-3935
Adams County District Court-Ritzville	Lazaro Martinez 210 W. Broadway Ave. Ritzville, WA 99169	lazarom@co.adams.wa.us	509-244-2773 509-659-1002
Airway Heights Municipal Court	Kati Dorman Court Administrator 1208 S Lundstrom St Airway Heights, WA 99001-9000	kdorman@cawh.org courtmb@cawh.org	509-309-2264 509-244-2773
Cheney Municipal Court	Dave Lucas Court Administrator Trevor Rains 611 2 nd St. Cheney, WA 99004-1697	dlucas@cityofcheney.org trains@cityofcheney.org	509-498-9232 509-498-9231
Cle Elum Municipal Court	Kara Lesarge Court Administrator 700 East 1st Street Cle Elum, WA 98922	kara.lesarge@co.kittitas.wa.us	509-674-5533
Colfax Municipal Court	Kris Thompson Court Financial Services Supervisor N. 400 Main Street, Suite 130 Colfax, WA 99111	court@colfaxwa.org	509-397-3861
Ferry County District Court	Holly Haddenham Court Administrator 350 E. Delaware Ave. #6 Republic, WA 99166	dcadmin@co.ferry.wa.us	509-775-5225 Ext 2504
Franklin County District Court	Kelly Fields Court Administrator 1016 N. 4 th Pasco, WA 99301	kfields@franklincountywa.gov	509-545-3595
Garfield County District Court	Katie Magill Court Administrator PO Box 817 Pomeroy, WA 99347	mmagill@co.garfield.wa.us	509-843-1002
Grant County District Court	Desiree Ochocinski Court Administrator PO Box 37 Ephrata, WA 98823	mguzman@grantcountywa.gov	509-754-2011 Ext 3128
Kittitas County District Court - Lower	Maria Gomez Court Administrator 205 W 5th Ave, Suite 180 Ellensburg, WA 98926	maria.gomezrios@co.kittitas.wa.us lkd@co.kittitas.wa.us	509-962-7511
Kittitas County District Court - Upper	Kara Lesarge Court Administrator 700 East 1st Street Cle Elum, WA 98922	kara.lesarge@co.kittitas.wa.us	509-674-5533

Lincoln County District Court	April Bassen Court Administrator PO Box 329 Davenport, WA 99122	abassen@co.lincoln.wa.us	509-725-2281
Lincoln County Superior Court	Rena Hills Court Administrator PO Box 396 Davenport, WA 99122	rlhills@co.lincoln.wa.us	509-725-3081
Okanogan County District Court	Darla Schreckengast Court Administrator Indra Renteria Staff interpreter 149 N. 3 rd Ave PO Box 980 Okanogan, WA	dschreck@co.okanogan.wa.us irenteria@co.okanogan.wa.us	509-422-7170 Ext 7173 509-422-7399
Pasco Municipal Court	Elizabeth Porras 1016 N. Ave. Bldg D Pasco, WA 99301	PORRASE@pasco-wa.gov	509-545-3492
Pend Oreille County District Court	Rachel Johnson Court Administrator PO Box 5030 Newport, WA 99156-5030	rjohnson@pendoreille.org	509-447-4110
Roslyn Municipal Court	Kara Lesarge Court Administrator 700 East 1st Street Cle Elum, WA 98922	kara.lesarge@co.kittitas.wa.us	509-674-5533
Spokane County District Court	Jessica Mayfield Judicial Operations Manager PO Box 2352 Spokane, WA 99210-2352	jmayfield@spokanecounty.org DCJOM@spokanecounty.org	509-477-2903
Spokane Municipal Court	Emily Hetnar Executive Assistant 1100 W Mallon Spokane, WA 99260	ehetnar@spokanecity.org	509-960-0290
Yakima Municipal Court	Eva Heitzman Court Services Manager 200 3 rd St Yakima, WA 98901	eva.heitzman@yakimawa.gov	509-575-3050
Zillah Municipal Court	Kassandra Gonzalez Court Administrator 111 7 th St Zillah, WA 98953 Hilary Hughes Intercom Language Services	zillahcourtclerk@cityofzillah.us hilaryhughes@intercom.cc	509-829-3543 206-979-6101

Attachment B

Court	Website
Airway Heights Municipal Court	http://www.cawh.org/departments/municipal-court
Cheney Municipal Court	https://www.cityofcheney.org/246/Municipal-Court
Cle Elum Municipal Court	www.co.kittitas.wa.us/courts/upper
Franklin County District Court	District Court Franklin County, WA
Grant County District Court	Grantcountywa.gov/324/District-Court
Lincoln County District Court	https://www.co.lincoln.wa.us/districtcourt/
Kittitas County District Court - Lower	www.co.kittitas.wa.us/courts/lower
Kittitas County District Court - Upper	www.co.kittitas.wa.us/courts/upper
Pasco Municipal Court	https://www.pasco-wa.gov/
Pend Oreille County District Court	https://pendoreilleco.org/your-government/district-court/
Roslyn Municipal Court	www.co.kittitas.wa.us/courts/upper
Spokane County District Court	http://www.spokanecounty.org/467/District-Court
Spokane Municipal Court	https://my.spokanecity.org/courts/municipal-court/
Zillah Municipal Court	https://www.cityofzillah.us/departments/municipal_court/index.php