



Larry D. Reiner, TCA
Fourth Judicial District
Ada County Courthouse
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Memorandum

January 15, 2004

To: Greg Bower, Prosecuting Attorney
Alan Trimming, Public Defender
Roger Cockerille, Boise City Attorney
Paul Brindle, Garden City Attorney
Fourth District Bar Members

From: Larry D. Reiner

Re: Revision in Procedures – Request for Interpreters for Witnesses and Victims

Dear Counsel:

The Fourth District Court is modifying the procedure for requesting interpreters for witnesses and victims in criminal cases. Effective immediately, the TCA office will assume responsibility for coordinating the scheduling of interpreters in these instances. Requests will no longer be made through the courtroom clerks.

To simplify things, if your office has a need for a witness or victim interpreter in a criminal case, please use the attached request form. The form can be returned electronically via email to our Interpreter Coordinator, Sandra Cockayne, at scockayne@adaweb.net or, the form can be dropped off at front desk of the TCA office, Room 4171, whichever procedure is most convenient for you. For all requests submitted electronically by email, Ms. Cockayne will confirm receipt of the form with the requesting party by email. Ms. Cockayne can be reached at 287-7686 if there are any questions.

In addition, if there is a cancellation of a scheduled witness or victim interpreter prior to a hearing or a continuance of a hearing involving a witness or victim interpreter, please advise Ms. Cockayne so she can adjust her records.

If you have any questions or need further clarification, do not hesitate to contact Ms. Cockayne or me.

Sincerely,

/s/

Larry D. Reiner
TCA4