

**MANITOBA JUSTICE - COURTS DIVISION GUIDELINES
INTERPRETATION SERVICES IN THE:
OFFICIAL LANGUAGES (French and English),
AMERICAN SIGN LANGUAGE / DEAF-BLIND INTERVENORS/NOTETAKERS,
or NON-OFFICIAL LANGUAGES**

Interpretation services are available at all levels of court in Manitoba (Provincial Court, Court of Queen's Bench and Court of Appeal) and are provided at no cost to the litigant in the following categories:

- A. [Interpretation from one official language to the other for all criminal and civil proceedings*](#)
- B. [Interpretation services for American Sign Language/English Interpreters and Deaf-Blind Intervenors/Notetakers to accommodate Deaf and Deaf-Blind Manitobans](#)
- C. [Interpretation services for non-official languages in criminal proceedings with Crown involvement \(including outside counsel hired on the Crown's behalf\)](#)

Interpretation services in Manitoba are at cost to the litigant or requesting party in the following categories:

In Manitoba, where a party or witness requires interpretation services in languages other than French and English, the litigant assumes responsibility for the coordination and cost of these services in the following types of proceedings:

- **civil proceedings* with or without Crown involvement**
- and
- **criminal proceedings without Crown involvement**

**civil proceedings as referred to in this guideline also include family proceedings*

A. INTERPRETATION FROM ONE OFFICIAL LANGUAGE TO THE OTHER FOR ALL CRIMINAL AND CIVIL PROCEEDINGS* (AT NO COST TO THE LITIGANT)

In Manitoba, any party or witness to a proceeding requiring interpretation from one official language to the other official language will receive the service at no cost from Translation Services ONLY.

Note: Interpretation for a witness is restricted to their testimony only.

Before setting a date, counsel or the self-represented party must make it known to the appropriate Motion/Hearing/Trial Coordinator (See [Schedule A](#) for the Court Coordinator List) that French/English interpretation services are required.

Types of French/English language interpretation:

1. Consecutive Interpretation – Standard Practice

Definition: A method by which an interpreter provides, as exactly as possible, a word-for-word translation of the speaker's words. The speaker is required to pause frequently, allowing the interpreter to relay the message. This method is used most often in situations involving sworn testimony.

2. Simultaneous Interpretation – Very Special Circumstances

Definition: **Not a verbatim method.** The interpreter attempts to convey the meaning of what is said, summarizing and paraphrasing the words of the speaker to a certain extent. This method involves transmission from a soundproof booth with headsets (Courtrooms 115 and 120). This method may be used in situations **not** involving oral testimony, i.e.: motions, arguments, etc...

3. Escort Interpretation – Occasional

Definition: Similar to simultaneous interpretation, but done without equipment. The interpreter sits next to the person requiring the service and provides a whispered interpretation.

Counsel or the self-represented party is also to provide any background material (such as copies of court documents/material that will be relied on at hearing) to the Motion/Hearing/Trial Coordinators **preferably two weeks prior to the hearing date** in order that this information can be forwarded to the interpreters for their pre-court preparation.

Exception: Where there is Crown involvement (including outside counsel hired on the Crown's behalf), a member of the Crown Attorneys Office will coordinate and complete the e-**Request for Interpretation** with the **Interpretation Section Head, Translation Services**, before contacting the Motion/Hearing/Trial Coordinators to set a hearing date.

Crown Counsel will provide any background material **preferably two weeks prior to the hearing date** directly to the Interpreters for their pre-court preparation.

Contact Information:

**Interpretation Section Head
Translation Services
Culture, Heritage, Tourism and Sport
213 Notre Dame Avenue
Winnipeg, Manitoba. R3B 1N3
Phone: 945-3096
Fax: 945-5879
Email: Translation@gov.mb.ca**

**civil proceedings as referred to in this guideline also include family proceedings*

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B. INTERPRETATION SERVICES FOR AMERICAN SIGN LANGUAGE/ENGLISH INTERPRETERS AND DEAF-BLIND Intervenors/Notetakers TO ACCOMMODATE DEAF AND DEAF-BLIND MANITOBANS (AT NO COST TO THE LITIGANT)

In Manitoba, any party or witness to a proceeding requiring American Sign Language/English Interpreters or Deaf-Blind Intervenors/Notetakers will receive the service at no cost.

Note: Interpretation for a witness is restricted to their testimony only.

Before setting a date, counsel or the self-represented party must make it known to the appropriate Motion/Hearing/Trial Coordinator (See [Schedule A](#) for Court Coordinator List) that an American Sign Language/English Interpreter or a Deaf-Blind Intervenor is required.

Exception: Where there is Crown involvement (including outside counsel hired on the Crown's behalf), a member of the Crown Attorneys Office will coordinate the interpretation request with the **E-Quality Communication Centre of Excellence (ECCOE)** before contacting the Motion/Hearing/Trial Coordinators to set a hearing date.

Contact Information:

E-Quality Communication Centre of Excellence (ECCOE)

200 – 1 Forks Market Road

Winnipeg, Manitoba. R3C 4L9

Phone: 926-3271

After Hours Answering Service: 475-6332

TTY line: 452-0687

Fax: 452-0688

Email: candy@eccoe.com

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C. INTERPRETATION SERVICES FOR NON-OFFICIAL LANGUAGES IN CRIMINAL PROCEEDINGS WITH CROWN INVOLVEMENT (INCLUDING OUTSIDE COUNSEL HIRED ON THE CROWN'S BEHALF) (AT NO COST TO THE LITIGANT)

In Manitoba, any party or witness to a criminal proceeding where there **is Crown involvement** (including outside counsel hired on the Crown's behalf), who requires interpretation in languages other than French and English, will receive the service at no cost.

Note: Interpretation for a witness is restricted to their testimony only.

The Prosecutions Branch of the Department of Justice in Manitoba will coordinate interpretation services for criminal proceedings under the Criminal Code of Canada, Highway Traffic Act or Provincial Statutes.

Counsel must make a request for interpretation services to the Prosecutions Branch at 945-2852 located at 5th Floor – 405 Broadway, Winnipeg, MB R3C 3L6.

NOTE: Federal proceedings will be coordinated by the Federal Crown office @ 983-2391.

A member of the appropriate Crown Attorneys Office will coordinate the service with the **Language Bank** or the **E-Quality Communication Centre of Excellence (ECCOE)**.

Contact information:

Language Bank
Immigrant Centre Manitoba Inc.
100 Adelaide Street
Winnipeg MB R3A 0W2
Phone: 943-9158
After Hours & Weekends Phone: 943-7954
Fax: 949-0734
Email: mgribben@icmanitoba.com

E-Quality Communication Centre
of Excellence (ECCOE)
200 – 1 Forks Market Road
Winnipeg, Manitoba. R3C 4L9
Phone: 926-3271
After Hours Answering Service: 475-6332
TTY line: 452-0687
Fax: 452-0688
Email: candy@eccoe.com

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SCHEDULE A**COURT COORDINATORS LISTS****PROVINCIAL COURT
COURT COORDINATORS LIST**

Location	Address	Coordinator	Phone #
Winnipeg Includes scheduling for: <ul style="list-style-type: none"> - Altona - Arborg - Ashern - Beausejour - Berens River - Bloodvein - Carman - Emerson - Fisher Branch - Garden Hill - Gimli - Lac du Bonnet - Little Grand Rapids - Lundar - Morden - Morris - Paucingassi - Peguis - Pine Falls - Poplar River - St. Pierre - Selkirk - Steinbach - Stonewall - Teulon 	2 nd Floor - 408 York Avenue Winnipeg, MB R3C 0P9	Trial Coordinator	945-5657/8538
Morden	301 Wardrop Street Morden, MB R6M 1X6	Administrator	1-204-822-2882
Portage la Prairie	25 Tupper Street North Portage la Prairie, MB R1N 3K1	Trial Coordinator	1-204-239-3383
Selkirk	101-235 Eaton Avenue Selkirk, MB R1A 0W7	Administrator	1-204-785-5078
Steinbach	284 Reimer Avenue Steinbach, MB R0A 2T3	Administrator	1-204-785-5078

**PROVINCIAL COURT
COURT COORDINATORS LIST**

<p>Brandon Includes scheduling for:</p> <ul style="list-style-type: none"> - Minnedosa - Virden, Neepawa - Russell, Rossburn - Waywayseecappo - Killarney - Boissevain - Sioux Valley 	<p>100-1104 Princess Avenue Brandon, MB R7A 0P9</p>	<p>Trial Coordinator</p>	<p>1-204-726-6247</p>
<p>Dauphin</p>	<p>114 River Avenue West Dauphin, MB R7N 0J7</p>	<p>Trial Coordinator</p>	<p>1-204-622-2200</p>
<p>Flin Flon</p>	<p>104-143 Main Street Flin Flon, MB R8A 1K2</p>	<p>Trial Coordinator</p>	<p>1-204-687-1670</p>
<p>Swan River</p>	<p>201-4th Avenue South Swan River, MB R0L 1Z0</p>	<p>Trial Coordinator</p>	<p>1-204-734-2252</p>
<p>The Pas</p>	<p>300-3rd Street East The Pas, MB R9A 1L2</p>	<p>Trial Coordinator</p>	<p>1-204-627-8420</p>
<p>Thompson</p>	<p>59 Elizabeth Road Thompson, MB R8N 1X4</p>	<p>Trial Coordinator</p>	<p>1-204-677-6773</p>

**COURT OF QUEEN'S BENCH
COURT COORDINATORS LIST**

Location	Address	Coordinator	Phone #
Winnipeg	Main Floor, 408 York Avenue Winnipeg, MB R3C 0P9	- Case Management Coordinator - Civil Motions Coordinator - Criminal Motions Coordinator - Family Motions Coordinator - Masters' Motions Coordinator - Civil & Criminal Trial Coordinator - Family Trial Coordinator - Small Claims Coordinator	945-7853/2539 945-3043/8697 945-3040/8697 945-4209/2539 945-0994 945-8697 945-2539 945-5383
St. Boniface	227 Provencher Blvd St. Boniface, MB R2H 0G4	Case Coordinator	945-8010
Brandon Includes scheduling for: - Minnedosa - Virden	100-1104 Princess Ave Brandon, MB R7A 0P9	Trial Coordinator	1-204-726-6134
Dauphin	114 River Avenue West Dauphin, MB R7N 0J7	Trial Coordinator	1-204-622-2200
Flin Flon	104-143 Main Street Flin Flon, MB R8A 1K2	Trial Coordinator	1-204-687-1670
Morden	301 Wardrop Street Morden, MB R6M 1X6	Trial Coordinator	1-204-822-2882
Portage la Prairie	25 Tupper Street North Portage la Prairie, MB R1N 3K1	Trial Coordinator	1-204-239-3383
Selkirk	101-235 Eaton Avenue Selkirk, MB R1A 0W7	Trial Coordinator	1-204-785-5078
Swan River	201 – 4 th Avenue South Swan River, MB R0L 1Z0	Trial Coordinator	1-204-734-2252
The Pas	300-3 rd Street East The Pas, MB R9A 1L2	Trial Coordinator	1-204-627-8420
Thompson	59 Elizabeth Road Thompson, MB R8N 1X4	Trial Coordinator	1-204-677-6757

COURT OF APPEAL – Trial Coordinator can be contacted at 945-2647 (Winnipeg)

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