

**United States Bankruptcy Court  
Western District of Washington**

**POLICY FOR PROVIDING INTEPRETERS AND SERVICES TO HEARING-  
IMPAIRED AND OTHER PERSONS WITH COMMUNICATION DISABILITIES**

In accordance with the [policy](#) of the Judicial Conference of the United States, this Court provides reasonable accommodations and services to hearing-impaired and other persons with communication disabilities. When authorized, the Court may provide and pay for spoken and sign language interpreters or other appropriate auxiliary aids and services to parties, attorneys, and witnesses participating in court proceedings who are deaf, hearing-impaired, or have other communication disabilities. The Court will attempt to provide a requested auxiliary aid or service unless another equally effective means of communication is available, or if use of the means requested would fundamentally alter the nature of the Court proceeding or pose an undue financial or administrative burden.

For the purposes of this Policy, the term “court proceedings” includes trials, hearings, court sponsored alternative dispute resolution programs, ceremonies and other public programs or activities conducted by the Court. Available accommodations include audio listening devices installed in the courtrooms, the assistance of sign language interpreters, speed to text options for virtual platforms, or other appropriate auxiliary aids to facilitate communications. Note: meetings of creditors held pursuant to Section 341 of the Bankruptcy Code are not court proceedings subject to this Policy.

Requests for accommodations for communications disabilities are to be made in advance, in writing, using the form *Application for Services to Persons with Communications Disabilities*, available on the [Court website](#) and at the Clerk’s office. The form must be received by the Access Coordinator at least fourteen (14) days prior to the date set for the hearing or proceeding.

Questions?

- For job applicants, visitors, and general accommodation questions in Seattle: Human Resources Supervisor, 206.370.5213
- For litigants and witnesses in Seattle: Curtis Udy, Courtroom Services Supervisor, 206.370.5370
- For litigants and witnesses in Tacoma: Trisha McGraw, Divisional Manager, 253.882.3900