法院使用通譯作業規定
Operational Regulations Governing the Use of Interpreters in Courts

中華民國 102 年 10 月 25 日院台廳司一字第 1020028257 函訂定

Ratified pursuant to Yuan-Tai-Ting-Si-Yi-Zi Letter No. 1020028257 on Oct. 25, 2013

中華民國 105 年 3 月 30 日院台廳司一字第 1050008500 函修正

Amended in accordance with Yuan-Tai-Ting-Si-Yi-Zi Letter No. 1050008500 dated on March 30, 2016

一、為落實保障聽覺或語言障礙者、不通曉國語人士之權益，並利其使用通譯參與訴訟程序，特訂定本作業規定。

1. This set of Operational Regulations Governing the Use of Interpreters in Courts (hereinafter as "the Regulations") is ratified in order to protect the rights of those who are hearing- or speech-impaired and those with no or limited proficiency in Mandarin so that these people can be aided by court interpreters in legal proceedings.

二、本作業規定適用於當事人、證人、鑑定人或其他關係人（以下簡稱當事人或關係人）為聽覺或語言障礙者或不通曉國語人士之案件。

2. The Regulations are applicable to the cases in which the parties, witnesses, expert witnesses or other interested parties (hereinafter as "the parties or interested parties") are hearing- or speech-impaired or are with no or limited proficiency in Mandarin.

三、法院審理案件時，宜主動瞭解、詢問當事人或關係人有無傳譯需求，並視個案需要選任通譯。

前項情形，法院宜於傳喚或通知時，以附記文字或附加使用通譯聲請書（如附件）之方式，告知其可向法院提出傳譯需求。

3. When hearing cases, the court shall actively find out or consult the parties or interested parties whether they need the assistance of interpreters so that interpreters may be selected depending on the demand of individual cases.

Under the circumstance stipulated above, the court shall inform the parties or interested parties that they may ask for the assistance of interpreters with annotations or the attached Interpreter Application Form (see Attachment) at the time when the parties or

interested parties are subpoenaed or notified.

四、法院於審理案件需用通譯時，宜先選任現職通譯，於現職通譯不適宜或不敷應用時，得選任特約通譯。

法院審理案件時，如所遴聘之特約通譯因故均不能擔任職務或人數不敷應用時，得因應需要，函請相關機關或單位協助指派熟諳該國語言人員擔任臨時通譯。

4. If interpreters are required when cases are heard, it is more appropriate for the court to make its selection from the current court interpreters, and contracted interpreters may be selected when current court interpreters are not competent or short in number.

When the court hears cases, if contracted interpreter selected by the court fail to perform his/her duties or the contracted interpreters are short in number, the court may, depending on the demand, request relevant authorities or units to assign personnel who understands the designated language to serve as provisional interpreters through written notification.

五、對於案情繁雜之案件，法院得選任二名以上之通譯，分為主譯及輔譯。

主譯傳譯時，輔譯應始終在庭，並專注留意主譯傳譯之正確性。

5. The court may select more than two interpreters for cases with a complex nature, and these interpreters are classified into the lead interpreter and the assisting interpreter.

When the lead interpreter interprets, the assisting interpreter shall remain in the courtroom and pay close attention to the accuracy of the lead interpreter’s rendition.

六、法院應視實際開庭情形，酌定休息時間，避免通譯執行職務過勞而影響傳譯品質。

6. The court shall determine the break time depending on the actual circumstances of trials to ensure the interpreters are not overworked and their quality of interpretation is not adversely affected.

七、當事人或關係人如自備傳譯人員，法院為選任前，應主動瞭解該傳譯人員之身分、傳譯能力及其與受訊問人之關係。

7. If the parties or interested parties bring their own interpreters, the court shall take the initiative to understand the identities and competence levels of the interpreters, as well as their relations to the interrogated person.

八、法院單一窗口聯合服務中心及開庭報到處應備置使用通譯聲請書，俾利需要傳譯服務之當事人或關係人填寫。

8. Single-Counter Consolidated Service Center at the court and the registration counter for trials shall keep the Interpreter Application Form ready for the parties and interested parties who may require the interpretation service.

九、法院現職通譯或特約通譯以外之人，執行通譯職務時，準用第五點至第七點規定。

9. Article 5 to 7 shall, mutatis mutandis, apply to all people other than current court interpreters or contracted interpreters when they perform interpretation duties.

附件

○○○○法院使用通譯聲請書
○○○○Court Interpreter Application Form

案號：○○年度○○字第○○號
Case No.: ○○Zi, Number○○ of ○○ (year)
股別：○
Section: ○

本人○○○因係 □聽覺或語言障礙者
I, ○○○ , am People with hearing- or speech-impairment
□原住民（族別：_____）
an indigenous person (Tribe：_____)
□外國人（國籍：_____）
foreign national (Nationality：_____)
□其他原因：_____
others：_____ ,
而有不通曉國語或無法以國語順暢表達意見之情形，爰具狀聲請選任○○語通譯。
and do not understand Mandarin or have limited Mandarin proficiency to smoothly express my opinion. I hereby fill out this form to apply for a/an ○○ interpreter.

此致
○○○○法院 公鑒
To
○○○○ Court

※附件及份數（依聲請原因勾選）
※Attachments and Number of Copies (Please mark the following options in accordance with the reason of application)
□ 戶籍謄本影本○件
○ copy/copies of Household Registration Transcription
□ 中華民國居留證影本○件
○ copy/copies of R.O.C. Resident Certificate
□ 身心障礙證明影本○件
○ copies of disability identification

□ 護照影本◯件

◯ copy/copies of Passport

□ 其他：_____

Others：_____

聲請人：　　（簽名蓋章）

Applicant：　　(Signature and Stamp)

身分證統一編號（居留證或護照號碼）：

ID No. (Resident Certificate or Passport No.):

住居所：

Address:

聯絡電話：

Telephone number:

中　華　民　國　年　月　日

(Year)　(Month)　(Day)