

**LEGAL AID FOUNDATION OF LOS ANGELES
INTERPRETER/TRANSLATOR CONFIDENTIALITY RULES AND RULES OF
PROFESSIONAL CONDUCT AGREEMENT**

Attorney Privileged and Confidential

The Legal Aid Foundation of Los Angeles (LAFLA) is ethically obligated to maintain the confidentiality of information obtained during the course of our representation pursuant to the attorney-client privilege. The confidentiality of such material may not be waived by the attorney or any of the support staff working with the attorney. The presumption is that all information regarding potential clients and legal strategy is subject to confidentiality unless an attorney explicitly says it is not.

While assisting LAFLA with interpretation and/or translation to assist with the provision of legal services, I _____, agree to abide by LAFLA's confidentiality rules and rules of professional conduct for interpreters/translators, as follows:

1. I shall respect all confidences received in the course of interpretation/translation and shall keep all information gained in the course of my professional duties strictly confidential.
2. I shall not discuss, report, publish, or comment upon a matter or case in which I serve as an interpreter/translator hereby. This includes emailing, blogging, tweeting, and posting on a website, Facebook, and other print, electronic, and social media.
3. I shall not offer an opinion to anyone regarding the anticipated outcome of a case or any other matter in which I serve as an interpreter/translator hereby.
4. I shall not disclose any communication that is privileged by law without the prior written consent or authorization by the parties to the communication, or pursuant to court order.
5. I shall not make statements adverse to the positions of the client(s), or which put at issue the confidentiality of any information and/or discussions subject to an attorney-client or attorney work-product.
6. I shall render to the best of my ability a complete and accurate interpretation/translation without altering or omitting anything that is stated.
7. I shall be unbiased and shall refrain from conduct that may give an appearance of bias.
8. I shall disclose any real or perceived conflict of interest and shall not take personal advantage, financial or otherwise, of information obtained in the course of my work.

9. I shall immediately communicate any reservations about my ability to successfully complete the assignment and shall decline any assignment I believe to be beyond my technical knowledge or linguistic ability.

10. I shall immediately report any impediment to my ability to interpret/translate accurately and completely. Examples of possible impediments include my inability to keep up with the rate of speech of the speaker, my inability to hear, interpreter fatigue, and the use of terminology or phrases with which I am not familiar.

I certify that I have received a copy of and have read these confidentiality rules and rules of professional conduct for interpreters/translators and agree to abide by them.

Interpreter/Translator Signature

Date