



# ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER  
580 TAYLOR AVENUE  
ANNAPOLIS, MARYLAND 21401

Pamela Harris, State Court Administrator  
410-260-1295

## MEMORANDUM

To: Persons Seeking Interpreting Assignments in the Maryland Courts  
From: Ksenia A. Boitsova, Court Interpreter Program Administrator  
Date: June 3, 2015  
Subject: 1-Day Introductory Workshop on Court Interpreting

The Judiciary's September 2015 Introductory Workshop on Court Interpreting dates are listed below and on the attached *Request to Attend the Introductory Workshop on Court Interpreting* form. The workshops will be held at the Judiciary Education and Conference Center in Annapolis, Maryland. After completing the *Introductory Workshop on Court Interpreting*, foreign language candidates will need to undergo testing and training before being allowed on the Court Interpreter Registry as eligible interpreters.

### **IMPORTANT: For the Fall 2015 Workshop:**

**WE ARE ONLY ACCEPTING candidates in the following languages: Sign languages, African languages, Albanian, Bengali, Bulgarian, Burmese, Cambodian, Georgian, Gujarati, Hindi, Foochow, Laotian, Punjabi, Nepali, Sinhalese, Swahili, Somali, Tagalog, Thai, Tamil, Vietnamese, and Urdu.**

**WE ARE TEMPORARILY NOT ACCEPTING candidates in the following languages: Arabic, German, French, Korean, Mandarin, Portuguese, Spanish, and Russian languages. We will reopen the program to candidates in these languages in the spring of 2016. The application will be available in December 2015.**

Completed registration packages must be received by 4:30 p.m. on the registration deadline date to be considered for the workshop. Candidates who are not accepted into the workshop will have their application and fees returned.

### Workshop

September 26 , 2015

### Registration Deadline

September 11, 2015

Faye D. Matthews Deputy State Court Administrator  
410-260-1257  
Mark Bittner Assistant Administrator  
Judicial Information Systems  
410-260-1001  
Louis G. Gieszl Assistant Administrator  
Programs  
410-260-3547  
Melinda K. Jensen, CPA Assistant Administrator  
Operations  
410-260-1240  
Julie R. Linkins, Esq. Assistant Administrator  
Education  
410-260-3549  
Kelley O'Connor Assistant Administrator  
Governmental Relations  
410-260-1560  
Kathleen E. Wherthey, Esq. Assistant Administrator  
Internal Affairs  
410-260-3453

To attend the workshop, you must submit a **completed** registration package, which includes: 1) a **completed** *Request to Attend the Introductory Workshop on Court Interpreting* form, 2) a **completed** *Application to Attend the Introductory Workshop on Court Interpreting* form, 3) a **completed** *Authorization for Access to Records*, 4) a **completed** *Permission to Release Contact Information* form (optional) and 5) a check or money order in the amount of \$75.00 made payable to the Administrative Office of the Courts. Submit the completed registration package to:

**Administrative Office of the Courts  
Program Services  
2001 E-F Commerce Park Drive  
Annapolis, MD 21401-2913**

**Attach your current resume along with certificates and references that demonstrate your prior interpretation experience or training.**

**After the closing registration date**, notice of confirmed acceptance (with additional information on the workshop) will be provided to each participant in advance of the scheduled workshop.

Applicants with any questions regarding completion of these forms should contact the Administrative Office of the Courts, Program Services at (410) 260-1291/Maryland Relay Service (800) 735-2258.

Enclosures

Request to Attend Introductory Workshop on Court Interpreting  
Application to Attend Introductory Workshop  
Permission to Release Contact Information  
Authorization for Access to Records



**ADMINISTRATIVE OFFICE OF THE COURTS  
STATE OF MARYLAND**



**Request to Attend the Introductory Workshop on Court Interpreting**

*Please Type or Print Legibly. Information on the form **MUST BE COMPLETE***

**Language(s)/Dialect(s):**

**Title:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **M.I.** \_\_\_\_\_  
(Mr./Mrs./ Ms./Dr., etc)

**Current Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **County:** \_\_\_\_\_

Please accept my completed *Application to Attend the Introductory Workshop on Court Interpreting*. Please consider my application for the date I have indicated below. Hours are from 8:30 a.m. to 4:00 p.m.

**Introductory Workshop for Court Interpreter Candidates - (Application deadline Friday September 11, 2015)**

**Saturday September 26, 2015**

Payment for registration enclosed  Check  Money Order for \$75 made payable to:

**Administrative Office of the Courts**

I understand that the Administrative Office of the Courts (AOC) will send a letter or e-mail to acknowledge receipt of my application. A second letter will be sent after the deadline to inform me if I have been accepted and registered for the workshop. I agree to notify the AOC at (410) 260-1291/Maryland Relay Service (800) 735-2258 promptly should it become necessary for me to cancel my confirmed attendance, with the understanding that (1) my tuition payment will not be refunded if notification is given less than 1 week prior to the scheduled class, and (2) that if acceptable cancellation notification is received, my application and fee will be returned to me and I must reapply if I wish to attend any other scheduled workshop.

\_\_\_\_\_  
Signature Date

**Please specify any special accommodation(s) needed to participate in the Introductory Workshop on Court Interpreting due to the Americans with Disabilities Act:**

**The Maryland State Judiciary is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.**

**For AOC use only:**

- Entered \_\_\_\_\_
- Background
- Accepted
- Rejected



**ADMINISTRATIVE OFFICE OF THE COURTS  
STATE OF MARYLAND**



**Application to Attend the Introductory Workshop on Court  
Interpreting**

**PLEASE READ INSTRUCTIONS CAREFULLY:** Maryland court interpreters listed on the Court Interpreter Registry work on a freelance, "as needed" basis. Being accepted into the workshop, passing all the requirements, and being listed on the Registry does not guarantee full-time, part-time or contractual employment. If you are looking for permanent employment with the Maryland Judiciary, please visit the Maryland Judiciary website at: <http://www.courts.state.md.us/jobs/index.html>. Court interpreting requires much more than being bilingual. You must have native-like proficiency in both the target language and English. If you do not have this proficiency in both languages, it is strongly suggested that you improve your skills before applying for this workshop. You must submit all pages of this application. INCOMPLETE APPLICATIONS WILL BE RETURNED. Do not leave any fields blank. Our office requires all information in order to process your request.

**APPLICANT INFORMATION**

*Please Type or Print Legibly. Information on the form **MUST BE COMPLETE.***

LANGUAGE(S)/DIALECT(S):

Title: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Telephone number: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Your Current Employer: \_\_\_\_\_

**JURISDICTIONS IN WHICH YOU ARE WILLING TO ACCEPT INTERPRETER ASSIGNMENTS:**

**Entire State** (May include driving up to 4 hours, *please choose only if you truly are willing to travel*)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Allegany County     | <input type="checkbox"/> Charles County    | <input type="checkbox"/> Prince George's County |
| <input type="checkbox"/> Anne Arundel County | <input type="checkbox"/> Dorchester County | <input type="checkbox"/> Queen Anne's County    |
| <input type="checkbox"/> Baltimore City      | <input type="checkbox"/> Frederick County  | <input type="checkbox"/> Somerset County        |
| <input type="checkbox"/> Baltimore County    | <input type="checkbox"/> Garrett County    | <input type="checkbox"/> St. Mary's County      |
| <input type="checkbox"/> Calvert County      | <input type="checkbox"/> Harford County    | <input type="checkbox"/> Talbot County          |
| <input type="checkbox"/> Caroline County     | <input type="checkbox"/> Howard County     | <input type="checkbox"/> Washington County      |
| <input type="checkbox"/> Carroll County      | <input type="checkbox"/> Kent County       | <input type="checkbox"/> Wicomico County        |
| <input type="checkbox"/> Cecil County        | <input type="checkbox"/> Montgomery County | <input type="checkbox"/> Worcester County       |

FORMAL EDUCATION				
1. My education in the <b>United States</b> consists of the following: (Please type N/A if not applicable)				
School	Name and Location of School	Primary Language of Instruction	Did you receive a degree/diploma?	Diploma/Degree
Elementary or Middle School				
High School or High School Equivalency			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University (Undergraduate)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University (Graduate)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. My education in a <b>foreign country</b> where the language I want to interpret is spoken consists of the following: (Write N/A if not applicable)				
School	Name and Location of School	Primary Language of Instruction	Did you receive a degree/diploma?	Diploma/Degree
Elementary or Middle School				
High School or High School Equivalency			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University (Undergraduate)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University (Graduate)			<input type="checkbox"/> Yes <input type="checkbox"/> No	



**COURT INTERPRETING EXPERIENCE**

9. Do you have experience interpreting in court or any other legal setting?

Yes  No

If yes, please explain in detail:

**TRANSLATION EXPERIENCE**

10. Are you currently a translator, or are you interested in translation?

Yes  No

If yes, what kind of documents do you translate or expect to translate most frequently (check as many as apply):

- |   |   |                          |
|---|---|--------------------------|
| <input type="checkbox"/> Documents for private industry | <input type="checkbox"/> Birth certificates     | List any other           |
| <input type="checkbox"/> Court documents                | <input type="checkbox"/> Baptism certificates   | <input type="checkbox"/> |
| <input type="checkbox"/> School records                 | <input type="checkbox"/> Immigration documents  | <input type="checkbox"/> |
| <input type="checkbox"/> Foreign driver's licenses      | <input type="checkbox"/> Hospital records       | <input type="checkbox"/> |
| <input type="checkbox"/> Passports                      | <input type="checkbox"/> Inspirational material | <input type="checkbox"/> |

**FOREIGN LANGUAGE INTERPRETATION: (attach a copy of each certificate)**

11. Do you currently hold any type of certification that may qualify you to work in the courts as a foreign language interpreter? (Federal, State, U.S. State Department, others)

Yes  No

If yes, please specify the type of certification, location/date of examination and the date of certification:

**SIGN LANGUAGE INTERPRETATION: (attach a copy of each certificate)**

12. Do you currently hold any type of certification that qualify you to work in the courts as a sign language interpreter? (RID: SC: L, CT, CSC, others)

Yes  No

If yes, please specify the type of certification, location/date of examination and the date of certification:

**PROFESSIONAL INTERPRETER/TRANSLATOR AFFILIATION(S)**

13. Please list current memberships or affiliations with professional *interpreter* or *translator* organizations:

- 1.
- 2.
- 3.

**WHY DO YOU WANT TO BE AN INTERPRETER?**

14. Please tell us why you have decided to become an interpreter and why you feel you are qualified to be one. (Please do not exceed the space provided). **You must complete this section for your application to be considered.**

**MARYLAND RULES OF PROCEDURE**  
**TITLE 16 – COURTS, JUDGES AND ATTORNEYS**  
**RULE 16-819 COURT INTERPRETERS**

Do you have, in a state or federal court of record, a pending criminal charge or conviction on a charge punishable by a fine of more than \$500 or imprisonment for more than six months unless pardoned or expunged in accordance with law?

YES

NO

*NOTICE: A CRIMINAL BACKGROUND CHECK IS REQUIRED.*

**Eligibility to work:** Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. Citizens and lawfully authorized immigrant workers. Applicants who are selected for assignments may be required to show and verify authorization to work in the United States.

I am authorized to work in the United States.

YES

NO

I understand that an interpreter who accepts an assignment from a Maryland court is required to comply with the Maryland Code of Conduct for Court Interpreters found in the appendix to Rule 16-819, and may be required to demonstrate competency as evidenced by such criteria as completion of the Court Interpreter Introductory Workshop, passage of a certification examination, or criteria deemed necessary by the Maryland State Judiciary.

\_\_\_\_\_  
Printed name of applicant

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date



**ADMINISTRATIVE OFFICE OF THE COURTS  
MARYLAND JUDICIAL CENTER  
580 TAYLOR AVENUE  
ANNAPOLIS, MARYLAND 21401**

**PLEASE REPLY TO:**  
2001 E-F Commerce Park Drive  
Annapolis, Maryland 21401-2913  
(410) 260-1291

**PAMELA HARRIS**  
STATE COURT ADMINISTRATOR  
(410) 260-1295 Fax: (410) 974-2066  
[frank.broccolina@mdcourts.gov](mailto:frank.broccolina@mdcourts.gov)

**FAYE D. MATTHEWS**  
DEPUTY STATE COURT  
ADMINISTRATOR  
(410) 260-1257 Fax: (410) 974-2066  
[faye.gaskin@mdcourts.gov](mailto:faye.gaskin@mdcourts.gov)

**VACANT**  
Executive Director  
Human Resources  
(410) 260-1283

**GRAY BARTON**  
Executive Director  
Office of Problem-Solving Courts  
2011-D Commerce Park Drive  
Annapolis, Maryland 21401  
(410) 260-3617 Fax: (410) 841-9850  
[gray.barton@mdcourts.gov](mailto:gray.barton@mdcourts.gov)

**MARK BITTNER**  
Director  
Judicial Information Systems  
2661 Riva Road, Suite 900  
Annapolis, Maryland 21401  
(410) 260-1000 Fax: (410) 974-7170  
[philip.braxton@mdcourts.gov](mailto:philip.braxton@mdcourts.gov)

**ALLEN C. CLARK, III**  
Executive Director  
Budget & Finance  
(410) 260-1579 Fax: (410) 260-1290  
[allen.clark@mdcourts.gov](mailto:allen.clark@mdcourts.gov)

**DAVID R. DURFEE JR.**  
Executive Director  
Legal Affairs  
(410) 260-1405 Fax: (410) 974-2066  
[david.durfee@mdcourts.gov](mailto:david.durfee@mdcourts.gov)

**CONNIE KRATOVIL-LAVELLE**  
Director  
Family Administration  
(410) 260-1296 Fax: (410) 974-5577  
[Connie.kratovil-lavelle@mdcourts.gov](mailto:Connie.kratovil-lavelle@mdcourts.gov)

**GISELA BLADES**  
Executive Director  
Procurement & Contract  
Administration  
(410) 260-1410 Fax: (410) 260-1749  
[gisela.blades@mdcourts.gov](mailto:gisela.blades@mdcourts.gov)

**PAMELA CARDULLO ORTIZ**  
Executive Director  
Access to Justice Commission  
(410) 260-1258 Fax: (410) 260-2504  
[pamela.ortiz@mdcourts.gov](mailto:pamela.ortiz@mdcourts.gov)

**DIANE S. PAWLOWICZ**  
Executive Director  
Court Research & Development  
(410) 260-1725 Fax: (410) 974-2066  
[diane.pawlowicz@mdcourts.gov](mailto:diane.pawlowicz@mdcourts.gov)

**ROXANNE P. MCKAGAN**  
Director, Administrative Services  
(410) 260-1407 Fax: (410) 974-2066  
[rocky.mckagan@mdcourts.gov](mailto:rocky.mckagan@mdcourts.gov)

**DEBORAH A. UNITUS**  
Director, Program Services  
(410) 260-1291 Fax: (410) 26-3570  
[deborah.unitus@mdcourts.gov](mailto:deborah.unitus@mdcourts.gov)

**MEMORANDUM**

**TO:** Court Interpreter Candidates  
**FROM:** Ksenia A. Boitsova, Court Interpreter Program Administrator  
**SUBJECT:** Release of Telephone Number(s)

The Administrative Office of the Courts (AOC) receives requests from state agencies, lawyers, community groups, etc. for a copy of our Court Interpreter Registry.

**If you want the AOC to release your name and contact telephone number(s), you must complete and return this form to:**

Administrative Office of the Courts  
Program Services  
2001 E-F Commerce Park Drive  
Annapolis, MD 21401-2913

**PERMISSION TO RELEASE NAME AND TELEPHONE NUMBER(S)**

The AOC has my permission to release my contact telephone number(s).

**(Please Print).**

_____		_____	
<i>Print Name</i>		<i>Primary Telephone Number</i>	
_____		_____	
<i>Secondary Phone Number</i>		<i>Other Phone Number</i>	
_____		_____	
<i>Street Address</i>		<i>Apt. Number</i>	
_____		_____	
<i>City</i>	<i>State</i>	<i>Zip</i>	
_____		_____	
<i>Signature</i>		<i>Date</i>	



**Maryland Judiciary, Human Resources**  
**580 Taylor Ave., Bldg. A-1**  
**Annapolis, MD 21401**



**AUTHORIZATION FOR ACCESS TO RECORDS**

Jurisdiction/Dept./Position Title: _____ (e.g. Talbot CC, Kent DC – Criminal/Traffic)
Office Location (Street/City): _____

**APPLICANTS PLEASE READ, COMPLETE AND SIGN.**

I hereby authorize access to any information about me, which may be found in the Criminal Records Central Repository, the Motor Vehicle Administration Driver Records Division, the District Court Systems or any other agency. I hereby authorize the Judiciary to investigate and report on references given by me including former employers, personal references, and educational institutions. I have been advised that this information may be used as a factor for employment consideration. In this connection, the following information is furnished.

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	<b>All other names previously used</b>		
<b>Social Security Number</b>			<b>Date of Birth</b>	<b>Month</b>	<b>Day</b>
			<b>Year</b>		
<b>Race</b>	<b>Gender</b>	<b>Height/Weight</b>	<b>Driver's License No. and Issuing State</b>		
<b>Current Physical Address (No P.O. Box #'s)</b>		<b>Street</b>	<b>City</b>	<b>County</b>	<b>State</b>
					<b>Zip</b>
<b>List Addresses for the past ten (10) years</b>		<b>Street</b>	<b>City</b>	<b>County</b>	<b>State</b>
<b>1.</b>					<b>Zip</b>
<b>2.</b>					
<b>3.</b>					
<b>4.</b>					
<b>5.</b>					
<b>6.</b>					

**I hereby consent to and authorize the release of personal information from my personal records and/or files.**

\_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date

**This section for Human Resources**

<b>Date</b>	<b>Signature of Verifier</b>	<b>Title</b>



ADMINISTRATIVE OFFICE OF THE COURTS  
STATE OF MARYLAND



Request to Attend the Introductory Workshop on Court Interpreting

Please Type or Print Legibly. Information on the form **MUST BE COMPLETE**

Language(s)/Dialect(s):

Title: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_  
(Mr./Mrs./ Ms./Dr., etc)

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Please accept my completed *Application to Attend the Introductory Workshop on Court Interpreting*. Please consider my application for the date I have indicated below. Hours are from 8:30 a.m. to 4:00 p.m.

**Introductory Workshop for Court Interpreter Candidates - (Application deadline Friday September 11, 2015)**

Saturday September 26, 2015

Payment for registration enclosed  Check  Money Order for \$75 made payable to:

**Administrative Office of the Courts**

I understand that the Administrative Office of the Courts (AOC) will send a letter or e-mail to acknowledge receipt of my application. A second letter will be sent after the deadline to inform me if I have been accepted and registered for the workshop. I agree to notify the AOC at (410) 260-1291/Maryland Relay Service (800) 735-2258 promptly should it become necessary for me to cancel my confirmed attendance, with the understanding that (1) my tuition payment will not be refunded if notification is given less than 1 week prior to the scheduled class, and (2) that if acceptable cancellation notification is received, my application and fee will be returned to me and I must reapply if I wish to attend any other scheduled workshop.

\_\_\_\_\_  
Signature Date

**Please specify any special accommodation(s) needed to participate in the Introductory Workshop on Court Interpreting due to the Americans with Disabilities Act:**

**The Maryland State Judiciary is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.**

**For AOC use only:**

- Entered \_\_\_\_\_
- Background
- Accepted
- Rejected



# ADMINISTRATIVE OFFICE OF THE COURTS STATE OF MARYLAND



## Application to Attend the Introductory Workshop on Court Interpreting

**PLEASE READ INSTRUCTIONS CAREFULLY:** Maryland court interpreters listed on the Court Interpreter Registry work on a freelance, “as needed” basis. Being accepted into the workshop, passing all the requirements, and being listed on the Registry does not guarantee full-time, part-time or contractual employment. If you are looking for permanent employment with the Maryland Judiciary, please visit the Maryland Judiciary website at: <http://www.courts.state.md.us/jobs/index.html>. Court interpreting requires much more than being bilingual. You must have native-like proficiency in both the target language and English. If you do not have this proficiency in both languages, it is strongly suggested that you improve your skills before applying for this workshop. You must submit all pages of this application. **INCOMPLETE APPLICATIONS WILL BE RETURNED.** Do not leave any fields blank. Our office requires all information in order to process your request.

### APPLICANT INFORMATION

*Please Type or Print Legibly. Information on the form **MUST BE COMPLETE.***

LANGUAGE(S)/DIALECT(S):

Title: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Telephone number: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Your Current Employer: \_\_\_\_\_

### JURISDICTIONS IN WHICH YOU ARE WILLING TO ACCEPT INTERPRETER ASSIGNMENTS:

**Entire State** (May include driving up to 4 hours, *please choose only if you truly are willing to travel*)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Allegany County     | <input type="checkbox"/> Charles County    | <input type="checkbox"/> Prince George’s County |
| <input type="checkbox"/> Anne Arundel County | <input type="checkbox"/> Dorchester County | <input type="checkbox"/> Queen Anne’s County    |
| <input type="checkbox"/> Baltimore City      | <input type="checkbox"/> Frederick County  | <input type="checkbox"/> Somerset County        |
| <input type="checkbox"/> Baltimore County    | <input type="checkbox"/> Garrett County    | <input type="checkbox"/> St. Mary’s County      |
| <input type="checkbox"/> Calvert County      | <input type="checkbox"/> Harford County    | <input type="checkbox"/> Talbot County          |
| <input type="checkbox"/> Caroline County     | <input type="checkbox"/> Howard County     | <input type="checkbox"/> Washington County      |
| <input type="checkbox"/> Carroll County      | <input type="checkbox"/> Kent County       | <input type="checkbox"/> Wicomico County        |
| <input type="checkbox"/> Cecil County        | <input type="checkbox"/> Montgomery County | <input type="checkbox"/> Worcester County       |

**FORMAL EDUCATION**

1. My education in the United States consists of the following: (Please type N/A if not applicable)

School	Name and Location of School	Primary Language of Instruction	Did you receive a degree/diploma?	Diploma/Degree
Elementary or Middle School				
High School or High School Equivalency			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University (Undergraduate)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University (Graduate)			<input type="checkbox"/> Yes <input type="checkbox"/> No	

2. My education in a foreign country where the language I want to interpret is spoken consists of the following: (Write N/A if not applicable)

School	Name and Location of School	Primary Language of Instruction	Did you receive a degree/diploma?	Diploma/Degree
Elementary or Middle School				
High School or High School Equivalency			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University (Undergraduate)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University (Graduate)			<input type="checkbox"/> Yes <input type="checkbox"/> No	

3. I have lived in an English-speaking country and/or the United States for \_\_\_\_\_ years.

4. I have lived in a country where my foreign language is spoken for \_\_\_\_\_ years.

5. I learned English:

- Mostly at home in the U.S.       Mostly at home in my country.       In school.

Please explain:

6. I learned my foreign language:

- Mostly at home in my country.       Mostly at home in the U.S.       In school.

Please explain:

### INTERPRETING EXPERIENCE

List your most recent interpreting experience: DO NOT LEAVE BLANK

<b>Date</b>	<b>Company/Organization Name</b>	<b>Assignment Description</b>	<b>Interpretation Modes (Consecutive, Simultaneous, Sight Translation)</b>

**COURT INTERPRETING EXPERIENCE**

9. Do you have experience interpreting in court or any other legal setting?

Yes  No

If yes, please explain in detail:

**TRANSLATION EXPERIENCE**

10. Are you currently a translator, or are you interested in translation?

Yes  No

If yes, what kind of documents do you translate or expect to translate most frequently (check as many as apply):

- |   |   |                          |
|---|---|--------------------------|
| <input type="checkbox"/> Documents for private industry | <input type="checkbox"/> Birth certificates     | List any other           |
| <input type="checkbox"/> Court documents                | <input type="checkbox"/> Baptism certificates   | <input type="checkbox"/> |
| <input type="checkbox"/> School records                 | <input type="checkbox"/> Immigration documents  | <input type="checkbox"/> |
| <input type="checkbox"/> Foreign driver's licenses      | <input type="checkbox"/> Hospital records       | <input type="checkbox"/> |
| <input type="checkbox"/> Passports                      | <input type="checkbox"/> Inspirational material | <input type="checkbox"/> |

**FOREIGN LANGUAGE INTERPRETATION: (attach a copy of each certificate)**

11. Do you currently hold any type of certification that may qualify you to work in the courts as a foreign language interpreter? (Federal, State, U.S. State Department, others)

Yes  No

If yes, please specify the type of certification, location/date of examination and the date of certification:

**SIGN LANGUAGE INTERPRETATION: (attach a copy of each certificate)**

12. Do you currently hold any type of certification that qualify you to work in the courts as a sign language interpreter? (RID: SC: L, CT, CSC, others)

Yes  No

If yes, please specify the type of certification, location/date of examination and the date of certification:

**PROFESSIONAL INTERPRETER/TRANSLATOR AFFILIATION(S)**

13. Please list current memberships or affiliations with professional interpreter or translator organizations:

- 1.
- 2.
- 3.

**WHY DO YOU WANT TO BE AN INTERPRETER?**

14. Please tell us why you have decided to become an interpreter and why you feel you are qualified to be one. (Please do not exceed the space provided). **You must complete this section for your application to be considered.**

**MARYLAND RULES OF PROCEDURE  
TITLE 16 – COURTS, JUDGES AND ATTORNEYS  
RULE 16-819 COURT INTERPRETERS**

Do you have, in a state or federal court of record, a pending criminal charge or conviction on a charge punishable by a fine of more than \$500 or imprisonment for more than six months unless pardoned or expunged in accordance with law?

YES

NO

*NOTICE: A CRIMINAL BACKGROUND CHECK IS REQUIRED.*

**Eligibility to work:** Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. Citizens and lawfully authorized immigrant workers. Applicants who are selected for assignments may be required to show and verify authorization to work in the United States.

I am authorized to work in the United States.

YES

NO

I understand that an interpreter who accepts an assignment from a Maryland court is required to comply with the Maryland Code of Conduct for Court Interpreters found in the appendix to Rule 16-819, and may be required to demonstrate competency as evidenced by such criteria as completion of the Court Interpreter Introductory Workshop, passage of a certification examination, or criteria deemed necessary by the Maryland State Judiciary.

\_\_\_\_\_  
Printed name of applicant

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date



# ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER  
580 TAYLOR AVENUE  
ANNAPOLIS, MARYLAND 21401

Pamela Harris, State Court Administrator  
410-260-1295

## PERMISSION TO RELEASE NAME, E-MAIL ADDRESS, AND TELEPHONE NUMBERS

### MEMORANDUM

**TO:** Court Interpreter Candidates  
**FROM:** Ksenia A. Boitsova, Court Interpreter Program Administrator  
**SUBJECT:** Release of Name, E-mail Address, and Telephone Number(s)

The Administrative Office of the Courts (AOC) receives requests from state agencies, lawyers, community groups, etc. for a copy of our Court Interpreter Registry.

**If you want the AOC to release your name, e-mail address, and contact telephone number(s), you must complete and return this form to:**

Administrative Office of the Courts  
Program Services  
2001 E-F Commerce Park Drive  
Annapolis, MD 21401-2913

The AOC has my permission to release my name, e-mail address, and contact telephone number(s).

**(Please Print).**

<hr/>	
<i>Print Name</i>	<i>Cell Phone Number</i>
<hr/>	
<i>E-Mail Address</i>	<i>Other Phone Number</i>
<hr/>	
<i>Street Address</i>	<i>Apt. Number</i>
<hr/>	
<i>City</i>	<i>State</i>
	<i>Zip</i>
<hr/>	
<i>Signature</i>	<i>Date</i>
<hr/>	

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Deputy State Court Administrator  
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Mark Bittner  
Assistant Administrator Judicial  
Information Systems  
410-260-1001

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