



# 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: December 10, 2016

Subject: 1-Day Introductory Workshop on Court Interpreting

The Judiciary's Spring 2017 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.

### Workshop

### Registration Deadline

**Saturday, March 11, 2017    Friday, February 25, 2017**

### **IMPORTANT: For the Spring 2017 Workshop:**

**SPEAKERS OF ALL LANGUAGES ARE WELCOME TO APPLY. Sign language interpreters and speakers of the following languages are encouraged to apply: African languages, Albanian, Bengali, Bulgarian, Burmese, Cambodian, Georgian, Gujarati, Hindi, Fochow, Laotian, Punjabi, Nepali, Romanian, Sinhalese, Swahili, Somali, Tagalog, Thai, Tamil, Vietnamese, and Urdu.**

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.

TTY Users: 1-800-735-2258

Faye D. Matthews  
Deputy  
State Court Administrator  
410-260-1257

Mark R. 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

Stephane J. Latour  
Managing Legal Counsel  
Internal Affairs  
410-260-3453

Kelley E. O'Connor  
Assistant Administrator  
Government Relations  
410-260-1560

Stacey A. Saunders  
Assistant Administrator  
Education  
410-260-3549

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):

[Empty box for language/dialect information]

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 February 25, 2017)

[ ] Saturday March 11, 2017

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:

[Empty box for special accommodations]

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

[Empty box for AOC use only]

**MARYLAND RULES OF PROCEDURE**  
**TITLE 16 – COURTS, JUDGES AND ATTORNEYS**  
**RULE 1-333 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 1-333, 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  
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)

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

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



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**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).**

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



## Authorization to Obtain

### Pre-Employment Background Information

**Release of Information for Employment Purposes.** In connection with my application for employment with Maryland Judiciary, hereafter “employer”, pursuant to 15 U.S.C. §1681, *et. seq.*, I hereby authorize employer and its designated agents and representatives to conduct a pre-employment background check. I understand the scope of the report will be limited to the following areas: verification of Social Security number; current and previous residences; criminal and civil history including records from any criminal justice agency in any or all federal, state, county or international jurisdictions; and motor vehicle records, including traffic citations and registration. This authorization specifically excludes the release of credit and medical information.

**\*PLEASE TYPE OR PRINT NEATLY\***

Applicant Information	Used for identification purposes only	All applicable fields are required
Last Name	First Name	Full Middle Name or “NMN”
Date of Birth (MM/DD/YYYY)	Social Security Number	All other names/aliases previously used
Do you have a valid driver’s license or a State issued identification (Yes/No)?	License/identification number	Issuing State of license/identification

**Residential Address Information**

Starting with your current address, please provide previous addresses for the last seven (7) years. Please provide the month and year for each. If additional space is needed, please submit an additional form.

From	Present	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country

- I understand that I must provide my date of birth to adequately complete this screening and acknowledge that my birthdate will not affect any hiring decisions.
- I hereby release employer and its agents, officials, representatives or assigned agencies, including officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me because of compliance with this authorization.
- I authorize Maryland Judiciary to conduct this Pre-Employment Check, pursuant to the Fair Credit Report Act, 15 U.S.C. §1681, *et. seq.* You have the right under that statute, to request, from the investigative agency performing the background check, the report they have prepared in conjunction with your application for employment. You have authorized and requested all courts and law enforcement agencies to release such information without restriction or qualification.

Applicant Signature	Date
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**Maryland Judiciary Use ONLY**

PIN	Position/Contractor	Department	Section/Location
Submitted	Posted	Contact	Contact Phone #

Maryland Judiciary is a drug free workplace. Maryland Judiciary is an affirmative action, equal opportunity employer and prohibits discrimination on the basis of race, sex, sexual orientation, gender identity, religion, age, color, creed, national or ethnic origin, disability, marital status, genetic information, criminal conviction, and/or military status.