

**APPLICATION FOR APPOINTMENT  
TO THE INTERPRETER ROSTER  
FOR THE DISTRICT OF CONNECTICUT**

The Court Interpreter's Act (28 U.S. C. § 1827) requires that interpreter services be provided in judicial proceedings instituted by the United States for defendants with communications disabilities. To accomplish this requirement, the Clerk is directed to maintain a local roster of certified, professionally qualified and language skilled interpreters. The Court seeks dedicated interpreters with experience and proven competence in criminal and civil federal court interpreting.

As part of the application process, you are required to be fingerprinted and to consent to a basic FBI background investigation. *If you download this application from the internet, you must obtain two fingerprint cards from the Clerk's office to complete the application process. If you obtain the application in paper, two fingerprint cards are included in the application package along with instructions on how to complete the forms.* The cards must be submitted with your completed and signed application in order for you to be considered for employment as an interpreter in this court.

Once your application is received, your qualifications will be examined by a committee appointed for the purpose of reviewing and recommending additions to the roster of interpreters available for court proceedings. If your application is accepted and your FBI background check is completed, you will be added to the roster of interpreters available for proceedings before this court. You will be required to sign a contract with the court and your services as an interpreter will be governed by a Contract Court Interpreter Services Terms and Conditions document.

**ALL QUESTIONS MUST BE ANSWERED FOR YOUR APPLICATION TO BE  
ACCEPTED FOR CONSIDERATION.**

**FAILURE TO ANSWER ALL QUESTIONS WILL RESULT IN YOUR APPLICATION  
BEING RETURNED TO YOU UNPROCESSED.**

Submit one original and one PDF version on computer disk of completed applications  
to:

Barbara Sunbury  
U.S. District Court  
450 Main Street  
Hartford, CT 06103

**Any inquiries can be directed to the Clerk's Office at 860-240-3200.**



7. Indicate your language proficiency by checking one of the following:

a. \_\_\_\_\_ CERTIFIED INTERPRETER [indicates you have passed the Administrative Office certification examination, available only for Spanish, Navajo and Haitian Creole languages] (a copy of your certificate is required)

b. \_\_\_\_\_ PROFESSIONALLY QUALIFIED [*for languages other than Spanish, Navajo and Haitian Creole*; credentials for professionally qualified interpreters require sufficient documentation and authentication, and must meet the criteria in one of the following: (a) passed the State Department conference or seminar interpreter test in a language pair that includes English and the target language. The State Department’s escort interpreter test is not accepted as qualifying. (b) passed the interpreter test of the United Nations in a language pair that includes English and the target language. (c) is a current member in good standing of: 1. The Association Internationale des Interpretes de Conference (AIIC); or 2. The American Association of Language Specialists (TAALS)The language pair of the membership qualification must be English and the target language. (d) for sign language interpreters, someone who holds the Specialist Certificated; Legal (SC:L) of the Registry of Interpreters for the Deaf (RID).

c. \_\_\_\_\_ LANGUAGE SKILLED [you are not Administrative Office certified or you cannot document that you meet the criteria for professionally qualified but you can demonstrate to the satisfaction of the court your ability to interpret effectively from the foreign or sign language into English and vice versa in court proceedings]

**B. EDUCATION**

1. List all education above elementary school level:

Name of School	City/Country	# of years attended	Degree Awarded

2. Please describe briefly any other educational experience you have that bears on your qualifications to serve as an Interpreter in this court (e.g. teaching, training).

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**C. Professional Experience**

**ALL AREAS ARE REQUIRED TO BE COMPLETED; IF YOU HAVE NO EXPERIENCE IN A PARTICULAR AREA, PLEASE ANSWER THE QUESTION AS NOT APPLICABLE.**

1. Please complete the following for each professional employment held during the past 5 years (duplicate this section if necessary) (*If you have been self employed for the last 5 years, please note that fact below and skip to question #2 in this section*):

Employer, firm or agency \_\_\_\_\_

Address \_\_\_\_\_

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Telephone ( ) \_\_\_\_\_

Supervisor \_\_\_\_\_

Dates of employment or affiliation \_\_\_\_\_

Duties \_\_\_\_\_

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2. List the names of ANY OTHER Federal Courts in which you have performed interpreting:

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3. If you have interpreted in another federal court, have you been fingerprinted and have you had an FBI background investigation completed?

Yes \_\_\_\_\_ (Identify the court) \_\_\_\_\_

No \_\_\_\_\_

4. List the names of ALL State Courts in which you have performed interpreting:

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5. Indicate your **CRIMINAL Interpreting** experience by providing the approximate number of times you have interpreted in the following types of proceedings:

	<b>Federal Court</b>	<b>State Court</b>
Bail/Detention & Arraignment proceedings	_____	_____
Jury Trials	_____	_____
Pleas & Sentencings	_____	_____
Other Court Hearings (e.g. evidentiary hearings on motions)	_____	_____

6. Indicate your **CIVIL Interpreting** experience by providing the approximate number of times you have interpreted in the following types of proceedings:

	<b>Federal Court</b>	<b>State Court</b>
Jury Trials	_____	_____
Bench Trials	_____	_____
Other Court Hearings	_____	_____
Depositions	_____	_____

7. List five court proceedings during which you have interpreted in the last year:

<u>Court</u>	<u>Judge</u>	<u>Case Name and Number</u>	<u>Date</u>	<u>Proceeding</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

8. Please describe briefly any other experience you have that bears on your qualifications to serve as an Interpreter in this court (e.g. complicated interpreting assignment in another court):

\_\_\_\_\_

\_\_\_\_\_

9. Are you able to use electronic interpreting equipment if there is more than one defendant?

Yes \_\_\_\_\_ No \_\_\_\_\_

10. Are you proficient in consecutive or simultaneous interpreting, or both (mark all that apply)?

\_\_\_\_\_ Proficient in consecutive interpreting

\_\_\_\_\_ Proficient in simultaneous interpreting

**D. References**

Please provide the requested information for three (3) persons (court staff, defense attorneys, public defenders, prosecutors or judges) whom we may contact who are well-acquainted with your work and with your qualifications to be an Interpreter in federal or state court proceedings. **At least one judge and one attorney reference is required. Do not list family members as references.**

1. Name \_\_\_\_\_  
Title \_\_\_\_\_  
\_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City/State/Zip Code)  
\_\_\_\_\_  
(Phone)  
Work Relationship \_\_\_\_\_  
Period of acquaintance \_\_\_\_\_
2. Name \_\_\_\_\_  
Title \_\_\_\_\_  
\_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City/State/Zip Code)  
\_\_\_\_\_  
(Phone)  
Work Relationship \_\_\_\_\_  
Period of acquaintance \_\_\_\_\_
3. Name \_\_\_\_\_  
Title \_\_\_\_\_  
\_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City/State/Zip Code)  
\_\_\_\_\_  
(Phone)  
Work Relationship \_\_\_\_\_  
Period of acquaintance \_\_\_\_\_

**E. Additional Questions**

1. Do you understand that there are compensation limits for interpreters, which are set by the Administrative Office of the U.S. Courts?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Do you have any limitations on your ability to interpret in federal court?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read the foregoing application and certify that the information contained therein is true. By signing this application, I acknowledge that I will be subject to an FBI background check and will be fingerprinted to initiate the process.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME