

**STATE OF MICHIGAN  
CIRCUIT COURT FOR THE COUNTY OF OAKLAND**

**2012 INTERPRETER APPLICATION**

Please type or print legibly. Answer all questions completely.  
Please enter "N/A" for any blank responses. Failure to complete the application may  
result in the rejection of the application.

**I. Personal Information**

1. Name: (First Name, Last Name) \_\_\_\_\_
2. Agency (if applicable): \_\_\_\_\_
3. Applying to interpret/translate English into which Language(s): \_\_\_\_\_  
\_\_\_\_\_
4. Please specify all dialects you are able to interpret: \_\_\_\_\_  
\_\_\_\_\_
5. Native Language: \_\_\_\_\_
6. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
7. Email Address: \_\_\_\_\_
8. Daytime Telephone Numbers:
  - a. Home: \_\_\_\_\_
  - b. Work: \_\_\_\_\_
  - c. Cell: \_\_\_\_\_
9. Formal Education: (Please list school, location, years completed, major, and degree obtained, if any. If your studies were completed abroad, enter the closest United States degree equivalent.)

	Name	Location	Graduation Year	Major	Degree
High School					
College					
Graduate School					

10. Additional Training:

- a. Please list any other relevant certificates that you have received.  
\_\_\_\_\_  
\_\_\_\_\_

- b. Please list any relevant courses you have completed (e.g., criminal justice, civil or criminal procedure, law enforcement, law, modern languages, linguistics, or other relevant course of study.) \_\_\_\_\_  
\_\_\_\_\_

- c. Please list other relevant trainings, certificates, or licenses.  
\_\_\_\_\_

11. What is the highest level of formal study you have completed in a language other than English and where did you complete the study?  
\_\_\_\_\_
12. What is the highest level of formal study you have completed in the English language and where did you complete the study?  
\_\_\_\_\_
13. Have you ever been arrested, charged, or held by federal, state, or other law enforcement authorities for violation of any federal law, state law, county or municipal law, regulation, or ordinance? If yes, please indicate the offense, when and where the offense occurred, and the disposition of the case.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Have you spent any time in a foreign country where this language is predominately spoken? If yes, please specify when this occurred and the period of time spent in the country.  
\_\_\_\_\_  
\_\_\_\_\_

**II. Interpreting and Translating Experience:**

1. Are you a certified interpreter? If yes, please attach a copy of your certification: \_\_\_\_ State \_\_\_\_ Federal
2. Formal Training as an interpreter or translator:
  - a. Number of hours of interpreting-related training \_\_\_\_\_
  - b. Types of training received:
    - i. Vocabulary \_\_\_\_\_
    - ii. Court terminology \_\_\_\_\_
    - iii. Legal procedure \_\_\_\_\_
    - iv. Criminal proceedings \_\_\_\_\_
    - v. Code of ethics \_\_\_\_\_
    - vi. Modes of interpretation \_\_\_\_\_
    - vii. Other (please list) \_\_\_\_\_
  - c. Who provided the trainings that you attended? Please provide the trainer and course name.
    - i. Professional trainers \_\_\_\_\_
    - ii. Interpreters \_\_\_\_\_
    - iii. Attorneys \_\_\_\_\_
    - iv. Private Language Agency \_\_\_\_\_
    - v. Other (please list) \_\_\_\_\_
3. Number of years you have interpreted: \_\_\_\_\_
4. Number of times you have interpreted and method of interpretation:  
\_\_\_\_\_
5. Are you familiar with legal terms in both languages? If yes, how have you acquired this knowledge? \_\_\_\_\_
6. Where have you interpreted and how often?
  - a. Court \_\_\_\_\_
  - b. Healthcare \_\_\_\_\_
  - c. Social Services \_\_\_\_\_
  - d. Law Enforcement \_\_\_\_\_

- e. Business \_\_\_\_\_
  - f. Other \_\_\_\_\_
7. Please indicate the courts where you have interpreted:
    - a. Circuit Court \_\_\_\_\_
    - b. District Court: \_\_\_\_\_
    - c. Probate Court: \_\_\_\_\_
  8. Please indicate the types of legal proceedings you have interpreted:
    - a. Pretrial hearings \_\_\_\_\_
    - b. Trials \_\_\_\_\_
    - c. Arraignments \_\_\_\_\_
    - d. Depositions \_\_\_\_\_
    - e. Police Interviews \_\_\_\_\_
    - f. Other (please list) \_\_\_\_\_
  9. Have you ever been disqualified from interpreting in any court or administrative hearing? If yes, please indicate when and where the disqualification occurred and the presiding judge or official.
   
\_\_\_\_\_
   
\_\_\_\_\_
   
\_\_\_\_\_
  10. Do you have any other credentials as an interpreter? If so, please specify and attach a copy of the credentials. \_\_\_\_\_
   
\_\_\_\_\_
  11. Are you a member of any professional associations for interpreters or translators? If yes, which one(s)? \_\_\_\_\_
   
\_\_\_\_\_
  12. Have you previously applied to be an interpreter in the Sixth Circuit Court? Were you placed on the list? When was the last year that you were on the Sixth Circuit Court's interpreter list? \_\_\_\_\_
   
\_\_\_\_\_

**III. References**

Please list three professional references for individuals who can testify to your interpreting ability and language fluency. Include their names, titles, telephone numbers, and addresses.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IV. Acceptance of Appointments**

I understand that if appointed to serve as an interpreter in the Sixth Circuit Court or Oakland County Probate Court that I will perform the interpretation assignment. If a conflict arises that prevents me from performing the interpretation assignment, I agree to contact the Court and notify staff that I am unable to complete the assignment. Such notice shall be provided as soon as I learn of the conflict. I shall not reassign the interpreter appointment to another interpreter and understand that I may be removed from the interpreter

list for reassigning an interpretation appointment to another interpreter without prior Court consent.

**V. Verification**

I certify that I can and will, upon request, substantiate all statements made by me on this application and that such statements are true, complete, and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application and removal of my name from the eligible list should such falsifications or omissions be discovered.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name