

APPENDIX D
Initial Determination of Interpreter Qualifications
by Court Manager (or Designee)

INTERPRETER NAME: _____

LANGUAGE(S): _____

D.O.B. _____ **(must be 18 or over).**

Fluency:

1. How did you learn English and the other language(s) you'll be interpreting?

2. What formal language training have you received in English and the other language(s) you'll be interpreting?

3. How long have you been communicating in English and the other language(s)?
English ____ years/months
Other language(s) _____ years/months

4. How often do you communicate in these languages? Daily/Weekly/Monthly?

Interpretation Skills:

5. Do you have any formal interpreter training? Yes/No
 - a. When did you take the training?
 - b. Where did you take the training?
 - c. How long did the training last?
 - d. What did the training entail?

6. Have you received any legal training as an interpreter? Yes/No
 - a. When did you take the training?
 - b. Where did you taking the training?
 - c. How long did the training last?
 - d. What did the training entail?

7. Have you interpreted in court before? Yes/No

If yes, when?

8. How many times have you interpreted in court? _____
9. For what type of proceedings?
(circle all that apply)
- a. civil proceedings
 - b. criminal proceedings
 - c. family court
 - d. traffic court
 - e. Other settings (list) _____
10. What form of interpretation are you able to perform?
(circle all that apply)
- a. simultaneous
 - b. consecutive
 - c. sight interpretation of document

Conflicts of Interest:

11. Are you familiar with and have you ever interpreted for any of the parties or witnesses in this case? Yes/No

If yes, explain nature of previous involvement:

Ethics:

12. Have you read the *Code of Professional Responsibility for Interpreters in the Vermont State Court System*? Yes/No
13. Do you understand your duties with respect to the *Code of Professional Responsibility*? Yes/No

If satisfied that the interpreter is qualified based on these initial questions, retain the person for the proceeding. On the date of the proceeding, attach the responses to this questionnaire to the Affidavit and have the interpreter sign before a notary. Give a copy to the Judge and forward the original Affidavit and this Form to the Court Administrator's Office for filing.