

**RULES FOR LEGAL INTERPRETING
IN THE STATE OF GEORGIA**



**JUDICIAL COUNCIL OF GEORGIA
STANDING COMMITTEE ON COURT INTERPRETERS**

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**RULES FOR LEGAL INTERPRETING
IN THE STATE OF GEORGIA**

Effective January 1, 2024

PREAMBLE

The Judicial Council of Georgia created the Standing Committee on Court Interpreters as a successor to the Commission on Interpreters of the Supreme Court of Georgia in 2021. The goal of the Committee is to protect the rights of individuals who, due to an English language barrier, e.g., limited English proficiency, non-English speaking, or who are deaf or hard-of-hearing, require accommodations to access Georgia courts and the judicial system. See *Ramos v. Terry*, 279 Ga. 889 (622 SE2d 339) (2005). The Committee approved the following rules to establish a uniform and unified statewide plan for the use of interpreters by the courts of Georgia, which the Judicial Council of Georgia also adopted before publication.

The following rules apply to all criminal and civil proceedings in Georgia where there are non-English speaking persons in need of interpreters. See *Ling v. State*, 288 Ga. 299 (702 SE2d 881) (2010). All court-managed functions, including those not contained in the definition of “court proceeding” below, such as information counters, intake or filing offices, cashiers, records rooms, sheriff’s offices, probation and parole offices, pro se clinics, criminal diversion programs, anger management classes, detention facilities, and other similar offices, operations and programs, shall comply with Title VI of the Civil Rights Act of 1964. 42 U.S.C. § 2000d et seq.

ARTICLE I. DEFINITIONS AND ORGANIZATION

Rule 1-1. Definitions

As used in these rules:

- (1) The term “ad hoc permitted interpreter” means an individual who is unlicensed but authorized by a specific court to perform the work of an interpreter in accordance with these rules.
- (2) The term “agency” means any agency, authority, board, bureau, committee, commission, court, department, or jury of the legislative, judicial, or executive branch of government of this state or any political subdivision thereof.
- (3) The term “AOC” means the Administrative Office of the Courts.
- (4) The term “apprentice interpreter” means an individual designated by the Committee who has, at a minimum, undergone a background check, and is allowed to, with permission of the interested parties, accompany a licensed legal interpreter and observe court sessions and other confidential legal settings and may interpret only under the supervision of either a master licensed legal interpreter or a licensed legal interpreter. A licensed interpreter shall be liable for the acts of the apprentice interpreter during such supervised work. Apprentice interpreters are not authorized by this Committee to interpret in court under the supervision of an interpreter with a conditional license or any unlicensed individual.

- (5) The term “Committee” means the Standing Committee on Court Interpreters created by the Judicial Council of Georgia.
- (6) The term “complainant” means one who files a complaint against an interpreter or interpreter provider.
- (7) The term “complaint” means a notarized administrative allegation, filed by a complainant or by the Committee, against an interpreter or interpreter provider under the authority of the Committee, alleging that a person or entity should be subject to discipline.
- (8) The term “conditionally licensed legal interpreter” means one who is so designated on the Interpreter Roster by having demonstrated to the Committee a level which does not rise to full competence as a court interpreter but who, by completing a mandatory orientation, passing a written examination, and demonstrating a conditionally sufficient level on a performance examination, has shown that such an individual may interpret in certain qualified settings as described in Appendix A of these rules alone and in a broader range of settings under the supervision of a master licensed legal interpreter or licensed legal interpreter.
- (9) The term “consecutive interpreting” or “consecutive”¹ refers to the mode of interpreting in which the interpreter waits until the speaker has finished before rendering speech into another language.
- (10) The term “court proceeding” means any court-connected appearance in the courts in this state including hearings, trials, motions, mediations, depositions, arbitrations, administrative hearings, grand jury hearings, support services, and probation proceedings.
- (11) The term “Deaf Interpreter” means an individual who is deaf or hard-of-hearing and provides interpretation services.
- (12) The term “deaf or hard-of-hearing” or “DHH” means anyone whose hearing is so impaired as to prohibit the person from understanding oral communications when spoken in a normal conversational tone. This definition includes those individuals who may have some ability to vocalize the English language regardless of the clarity or level of understanding others may have of their vocalization.
- (13) The term “interpreter” means any person listed on the Committee’s Interpreter Roster or any other qualified person authorized by a court to perform the act of verbal or signed interpretation during a court proceeding.²
- (14) The term “interpreter provider” means any third-party individual or organization not employed by the State of Georgia or local government and who acts as an intermediary to coordinate or schedule an interpreter for a court proceeding for a fee.

¹ **Commentary:** Consecutive interpreting is best used whenever LEP or deaf or hard-of-hearing participants are playing an active role — when they must speak or respond — during examinations, cross-examinations, and other proceedings when an LEP or deaf or hard-of-hearing person is being addressed directly.

² **Commentary:** Courts should make a diligent effort to appoint a licensed interpreter qualified to interpret the given proceeding pursuant to Appendix A of these rules. If a licensed interpreter is unavailable, there may be occasions when it is necessary to utilize a remote interpreter licensed in another state, a telephonic language service, or a less qualified or unlicensed interpreter. Faced with a need, if no interpreter is available locally, courts should weigh the need for immediacy in conducting a hearing against the potential compromise of due process, or the potential of substantive injustice, if interpreting is inadequate. Unless immediacy is a primary concern, some delay is more appropriate than the use of a remote interpreter, a telephonic language service, or a less qualified or unlicensed interpreter.

- (15) The term “Interpreter Roster” means the list of licensed interpreters and their designations compiled and maintained by the AOC for the Committee.
- (16) The term “licensed interpreter” means those individuals who have received a designation of master licensed legal interpreter, licensed legal interpreter, or conditionally licensed legal interpreter.
- (17) The term “licensed legal interpreter” means one who is so designated on the Interpreter Roster by having demonstrated to the Committee competence in court interpretation by completing mandatory orientation, passing a written examination, and passing a performance examination, each of which shall be prescribed, administered, or authorized by the Committee.
- (18) The term “limited English proficiency” or “LEP” describes any party or witness who cannot readily understand or communicate in spoken or written English and who consequently cannot equally participate in or benefit from the proceedings unless an interpreter is available to assist them. This definition includes those non-native speakers who may speak some English but who are not fluent.
- (19) The term “master licensed legal interpreter” means one who is so designated on the Interpreter Roster by having demonstrated to the Committee a high competence in court interpretation by completing mandatory orientation, passing a written examination, and excelling in a performance examination, each of which shall be prescribed, administered, or authorized by the Committee.
- (20) The term “observation hours” means time spent, measured in hours, whereby an individual observes a master licensed legal interpreter or licensed legal interpreter perform the work of an interpreter at a court proceeding.
- (21) The term “orientation workshop” refers to the first step in the licensing process, where prospective interpreters must complete an introduction to court interpretation course (“orientation”) prescribed by the Committee.
- (22) The term “respondent” means one against whom a complaint has been filed.
- (23) The term “response” means a notarized written answer to a complaint that is filed by a respondent at the direction of the Committee.
- (24) The term “sight” or “sight translation” refers to the mode of interpreting in which the interpreter renders material written in one language into spoken speech in another language. Sight translation does not include rendering a written communication in one language to a written communication in another language.³
- (25) The term “simultaneous interpreting” or “simultaneous”⁴ refers to the mode of interpreting in which the interpreter renders one spoken language into another virtually at the same time the LEP or deaf or hard-of-hearing person is speaking or being spoken to.

³ **Commentary:** Sight translation is performed by an interpreter instead of a translator because it requires the rendering of verbal communication. A qualified interpreter is required to perform the task of sight translation because translators who are not qualified interpreters are not trained to provide verbal communication services. With proper notice and preparation, a qualified interpreter may be called upon to interpret in the sight translation mode at a hearing. However, in those instances they are still serving in the role of interpreter, not a translator.

⁴ **Commentary:** The simultaneous interpreting is used whenever LEP or DHH participants are playing a passive role in court proceedings. LEP court participants need to hear and DHH court participants need to see what is being said but are not required,

(26) The term “team interpreting” refers to the practice of using two or more interpreters who share the responsibility of providing simultaneous or consecutive interpreting for one or more individuals with limited English proficiency.

(27) The term “unlicensed” means any individual not authorized by the Committee to perform work as a legal interpreter in the State of Georgia and shall include those individuals who are designated as an apprentice interpreter, ad hoc permitted interpreter, and all others who do not fall into any other licensed designation.

Rule 1-2. Organization

The organization of the Committee shall be as set out in the Supreme Court order.

Rule 1-3. Committee Regulatory Support and Staff

The Judicial Council/Administrative Office of the Courts shall provide all necessary regulatory and staff support to the Committee.

Rule 1-4. Licensed Interpreter Roster, Programs, and Fees

(a) The Committee shall establish programs for licensing interpreters for designations on the Committee’s Interpreter Roster and providing interpreters in court proceedings. The Committee shall have the authority to establish the minimum requirements and procedures for qualifying interpreters providing interpreter services and respective categories and designations.

(b) The Committee shall establish fees for interpreter designations. Interpreters seeking a designation on the Interpreter Roster shall pay the fee established by the Committee.

ARTICLE II. INTERPRETER LICENSING DESIGNATIONS, REQUIREMENTS, AND COMPENSATION

Rule 2-1. License Designations

Individuals must have a designation for each language for which they intend to work as an interpreter. Individuals may have different designations for different languages. All individuals must be 18 years of age or older and meet the following requirements to attain the specific designations from the Committee. The specific designations shall be master licensed legal interpreter, licensed legal interpreter, conditionally licensed legal interpreter, apprentice interpreter, and ad hoc permitted interpreter.

Rule 2-2. Specific License Designations and Requirements

(a) **Master Licensed Legal Interpreters.** The master licensed legal interpreter designation is the highest designation for a court interpreter in the State of Georgia. To qualify as a master licensed legal interpreter, a candidate must satisfy the following four requirements:

at that stage of the proceedings, to speak themselves. In order to preserve the LEP or DHH individuals’ rights, everything spoken/signed in open court must be interpreted to them simultaneously. This enables the LEP or DHH individual to be truly present and to take an active part in the proceeding.

(1) Complete the mandatory orientation prescribed by the Committee and administered by the AOC. If an individual completes the mandatory orientation, they must attain this license designation within two years or be required to repeat the orientation.

(2) Pass the English written exam approved by the Committee and administered by the AOC with an accuracy rate of 80 percent or higher.

(3) Excel in a performance examination as prescribed, administered, or authorized by the Committee. Different performance examinations are offered for different languages, and the Committee has determined that any one of the following⁵ shall constitute excelling in a performance examination as applied to the relevant language:

(A) Score an 80 percent or higher on the National Center for State Courts performance examination on each mode of interpretation (sight, consecutive, and simultaneous) in the same sitting;

(B) Hold a valid federal certificate by successfully passing the Federal Court Interpreter Certification Exam;

(C) Hold a license or equivalent designation from a state participating in the Council of Language Access Coordinators, if their training or licensing program is equivalent to those followed by Georgia and the Committee considers it to be a master legal interpreter license under Georgia standards; or

(D) Hold any of the following certifications from the Registry of Interpreters for the Deaf:

(i) Specialist Certification: Legal,

(ii) Conditional Legal Interpreting Permit, or

(iii) Conditional Legal Interpreting Permit-Relay.

(4) Undergo a criminal history background investigation that demonstrates good moral character.

(b) **Licensed Legal Interpreters.** The licensed legal interpreter designation is the second highest designation for a legal interpreter in the State of Georgia. To qualify as a licensed legal interpreter a candidate shall satisfy the following four requirements:

(1) Complete the mandatory orientation prescribed by the Committee and administered by the AOC. If an individual completes the mandatory orientation, they must attain this license designation within two years or be required to repeat the orientation.

(2) Pass the English written exam approved by the Committee and administered by the AOC with an accuracy rate of 80 percent or higher.

(3) Pass a performance examination as prescribed, administered, or authorized by the Committee. Different performance examinations are offered for different languages, and the Committee has determined that any one of the following⁶ shall constitute passing a performance examination as applied to the relevant language:

⁵ The Committee may, when necessary and appropriate, authorize the acceptance of specific scores on other exams that the Committee deems comparable to those defined herein.

⁶ The Committee may, when necessary and appropriate, authorize the acceptance of specific scores on other exams that the Committee deems comparable to those defined herein.

(A) Score a 70 percent or higher on the National Center for State Courts performance examination on each mode of interpretation (sight, consecutive, and simultaneous) in the same sitting; or

(B) Perform 20 hours of observations, at least ten of which must be signed off by a master licensed legal interpreter or a licensed legal interpreter that the applicant observed substantive legal interpreting work and provide one of the following acceptable performance examination measures:

(i) For languages where there is no National Center for State Courts performance examination available for a particular language, the candidate must: (a) successfully complete an oral proficiency interview approved by the Committee in English with a score of superior *and* an oral proficiency interview approved by the Committee in the candidate's non-English working language with a score of superior; (b) have passed the U.S. Department of State Conference test; (c) have passed the U.S. Department of State Seminar Interpreter test; *or* (d) have passed the United Nations interpreter test in their non-English working language;

(ii) Hold a license or equivalent designation from a state participating in the Council of Language Access Coordinators, if that state's training or licensing programs are equivalent to those followed by Georgia and the Committee considers the designation to be equivalent to a legal licensed interpreter designation under Georgia standards; or

(iii) Hold any of the following certifications for more than one year from the Registry of Interpreters for the Deaf or the National Association of the Deaf:

(a) National Interpreter Certification: Master;

(b) National Interpreter Certification: Advanced;

(c) National Interpreter Certification ("NIC") (NIC without level distinction if obtained after November 30, 2011);

(d) Certified Deaf Interpreter;

(e) Reverse Skills Certificate;

(f) Both the Certificate of Interpretation and the Certificate of Transliteration;

(g) Master Comprehensive Skills Certificate;

(h) Comprehensive Skills Certificate;

(i) National Association of the Deaf test level IV; or

(j) National Association of the Deaf test level V.

(4) Undergo a criminal history background investigation that demonstrates good moral character.

(c) **Conditionally Licensed Legal Interpreters.** The conditionally licensed legal interpreter designation is the entry level designation for a legal interpreter in the State of Georgia. Conditionally licensed legal interpreters are encouraged to take steps to attain a master licensed legal interpreter or licensed legal interpreter designation. To qualify as a conditionally licensed legal interpreter a candidate shall satisfy the following four requirements:

(1) Complete the mandatory orientation prescribed by the Committee and administered by the AOC. If an individual completes the mandatory orientation, they must attain a conditionally licensed legal interpreter designation within two years or be required to repeat the orientation and observation hours.

(2) Pass the English written exam approved by the Committee and administered by the AOC with an accuracy rate of 80 percent or higher.

(3) Pass a performance examination as prescribed, administered, or authorized by the Committee. Different performance examinations are offered in different languages, and the Committee has determined that any one of the following shall constitute passing a performance examination as applied to the relevant language:

(A) Score a 60 percent or higher on the National Center for State Courts performance examination on each mode of interpretation (sight, consecutive, and simultaneous) in the same sitting; or

(B) Perform 20 hours of observations, at least ten of which must be signed off by a master licensed legal interpreter or a licensed legal interpreter that the applicant observed substantive legal interpreting work and hold any of the following certifications for more than one year from the Registry of Interpreters for the Deaf or the National Association of the Deaf:

- (i) National Interpreter Certification (NIC without level distinction if obtained before November 30, 2011);
- (ii) Certificate of Interpretation;
- (iii) Certificate of Transliteration;
- (iv) Certified Deaf Interpreter-Provisional;
- (v) National Association of the Deaf test level III;
- (vi) Interpreter Certification;
- (vii) Transliteration Certification; or
- (viii) Interpreter Certification and Transliteration Certification.

(4) Undergo a criminal history background investigation that demonstrates good moral character.

(d) **Apprentice Interpreters.** An individual with the designation of apprentice interpreter is not a licensed interpreter. This designation is temporary, and if an individual holds the apprentice designation for more than 24 months, that individual is barred from the practice of interpretation for one year. To obtain the designation of an apprentice interpreter, an individual shall satisfy the following three requirements:

(1) Complete the mandatory orientation prescribed by the Committee and administered by the AOC and 20 observation hours. If an individual completes the mandatory orientation, they must attain this license designation within two years or be required to repeat the orientation.

(2) Pass the English written exam approved by the Committee and administered by the AOC with an accuracy rate of 80 percent or higher.

(3) Undergo a criminal history background investigation that demonstrates good moral character.

(e) **Ad Hoc Permitted Interpreters.** Use of an ad hoc permitted interpreter should be reserved for situations in which there is no licensed interpreter available or the burden of providing a licensed interpreter is greater than the potential harm to the LEP individual or individual whose matter depends on the LEP individual having full access to the court. The court should take additional precautions in selecting an ad hoc permitted interpreter and should fully examine the individual to assess their qualifications, consider any conflicts of interest between the ad hoc permitted interpreter and any parties and the court, as well as fully document such measures and collect the interpreter's personal information. Before allowing the use of an ad hoc permitted interpreter, the court should verify no licensed interpreter is available and provide the AOC with the ad hoc permitted interpreter's name, contact information, and any other information requested. No individual may serve as an ad hoc permitted interpreter more than five times each calendar year. For the purposes of these rules, each individual matter shall constitute a time even if multiple matters were adjudicated, heard, or otherwise brought before the court on a single day. Anyone who has acted as an ad hoc permitted interpreter five times total or at least once in the previous year shall be required to attain no less than the apprentice designation before being authorized to provide interpreter services again. Ad hoc permitted interpreters must contact the AOC prior to beginning any court proceeding interpreting assignment and provide the AOC with the ad hoc permitted interpreter's name, contact information, class

and venue of the court, style of the case, type of court proceeding, court date, and any other information requested.

Rule 2-3. Compensation of Interpreters

- (a) There shall be no uniform, statewide compensation system for language interpreters.
- (b) The Official Code of Georgia Annotated shall govern the compensation of sign language interpreters.

ARTICLE III. MAINTAINING LICENSING DESIGNATIONS AND CONTINUING EDUCATION

Rule 3-1. Annual Background Verification Requirements

Upon renewing their license, all interpreters, regardless of their designation, shall attest that they have not been convicted of any felony or crime as prescribed by these rules. If an interpreter fails to disclose any conviction at the time it occurs or at the time of renewal, they shall have their designation revoked by either the Committee or its staff.

Rule 3-2. Maintaining Interpreter Designations

All licensed designations and apprentice interpreters must renew their license or apprenticeship annually by fulfilling the following requirements for their respective designation:

(1) **Master Licensed Legal Interpreters.** To maintain the master licensed legal interpreter designation, a candidate shall satisfy all the following requirements:

(A) Six hours per year total of continuing education units, including two units concerning ethics, as prescribed, administered, or authorized by the Committee.

(B) Pay dues in amount determined by the Committee.

(2) **Licensed Legal Interpreters.** To maintain the licensed legal interpreter designation, a candidate shall satisfy all the following requirements:

(A) Six hours per year total of continuing education units, including two units concerning ethics, as prescribed, administered, or authorized by the Committee.

(B) Pay dues in amount determined by the Committee.

(3) **Conditionally Licensed Legal Interpreters.** To maintain the conditionally licensed legal interpreter designation, a candidate shall satisfy all the following requirements:

(A) Six hours per year total of continuing education units, including four units concerning ethics, as prescribed, administered, or authorized by the Committee.

(B) Pay dues in amount determined by the Committee.

(C) Perform 15 observation hours.

(4) **Apprentice Interpreters.** To maintain the apprentice interpreter designation, a candidate shall satisfy all the following requirements:

- (A) Six hours per year total of continuing education units, including three units concerning ethics, as prescribed, administered, or authorized by the Committee.
- (B) Pay dues in amount determined by the Committee.
- (C) Perform 15 observation hours.

Rule 3-3. Continuing Education Requirement

Every renewal period, interpreters shall complete the required continuing education hours of ethics and professionalism continuing education at an approved ethics and professionalism workshop as prescribed, administered, or authorized by the Committee.

Rule 3-4. Excess Continuing Education Credits

As many as six acceptable continuing education hours completed in the 12-month period before each renewal deadline in excess of the required units may be carried over to that renewal period.

Rule 3-5. Calculation of Credit Hours

- (a) Each approved 50 minutes of instruction shall be counted as one continuing education credit hour unless otherwise specified.
- (b) All continuing education credit must be verifiable, and continuing education that is not verifiable shall not be accepted for continuing education credits.

Rule 3-6. Preapproved Courses, Workshops, Seminars, Conferences, and Activities

- (a) The AOC shall maintain a list of preapproved interpreter courses, workshops, and other activities on its website. Providers who wish to have training preapproved shall submit a course preapproval request form at least 90 days before the training date.
- (b) Interpreters may seek preapproval of any courses they wish to take. For each course preapproval request, interpreters shall submit a course preapproval form and a copy of the program schedule or agenda at least 90 days before the training date.
- (c) Interpreters working as trainers or instructors may seek approval for credits of any courses they wish to teach or have taught. Interpreters may request 1.5 credits per credit taught. For each course preapproval request, interpreters shall submit a course preapproval form and a copy of the program schedule or agenda at least 90 days before the training date.

Rule 3-7. Requesting Continuing Education Credit Hours and Allocation

- (a) Interpreter requests for credit for courses they have already taught or taken may be submitted to the AOC any time before the continuing education (“CE”) compliance deadline.

(b) All the following information is required for approval of CE credits:⁷

(1) Request for credit form.

(2) Verification of attendance as furnished by the CE provider, as follows:

(A) Verification shall be in the form of a certificate of completion, a grade card, a letter from the course provider with an original signature, or some other verifiable proof of attendance;

(B) Verification shall include quantifiable educational contact hours or allow exact computation of CE credit hours according to the stated guidelines; and

(C) The pertinent date of a CE course shall be the date the course was completed or the date the certificate was issued (for home study courses).

(3) Course evaluation form.

(4) A copy of the program schedule or agenda if the Committee did not preapprove the course.

(c) Interpreters shall keep copies of all items submitted for their records. Incomplete requests will be returned or denied.

(d) Interpreters must submit their request for continuing education credit within 60 days of completing the course for which they seek credit. Any requests submitted after the 60-day window will be denied by AOC staff unless approved by the Committee for good cause.

Rule 3-8. Denial of Continuing Education Credit

(a) **Notification.** Interpreters shall receive notification in writing for any denial of a request for continuing education credit.

(b) **Appeal.** A court interpreter who receives a denial of their request for continuing education credit may appeal in writing to the Committee within 30 days after receipt of the denial, as follows:

(1) The appeal shall detail the reason for disagreement with the decision to deny continuing education credit; and

(2) The appeal shall include a request for reconsideration.

(c) **Deadlines Intact.** All continuing education deadlines shall remain intact during the appeal process.

Rule 3-9. Unverifiable and Falsified Records

(a) If the AOC cannot verify the information provided with the request for continuing education credit the interpreter shall be informed that continuing education credit is denied.

⁷ All continuing education credit requests from interpreters must be submitted to the AOC. All requests for credit sent by mail, e-mail, or fax will not be accepted unless an authorized staff member from the AOC has approved said submission. Interpreters should keep copies of all items submitted for their records. Incomplete requests will be returned.

(b) If the AOC determines that any information provided by an interpreter is false, the AOC shall forward the suspected false information with a full report of the investigative actions taken to the Committee for further investigation, suspension, sanctions, or other disciplinary actions.

Rule 3-10. Noncompliance with Continuing Education Requirements

(a) **Discipline for Failure to Comply.** As provided in Article IV of these rules, the Committee may impose disciplinary action for noncompliance with continuing education requirements.

(b) **Suspension.** Failure to complete the mandated continuing education hours or failure to provide timely proof of compliance shall result in a temporary administrative suspension of the interpreter's designation, notice of which shall be sent to the interpreter in writing. Individuals shall have the right to automatic reinstatement by satisfying the following conditions:

- (1) Providing proof of completion of outstanding continuing education hours;
- (2) Paying a reinstatement fee determined by the Committee; and
- (3) Submitting a written request for reinstatement.

(c) **Extension of Time to Meet Continuing Education Requirements.** The Committee may, in the event of hardship or extenuating circumstances and on a case-by-case basis, grant an extension of time to meet continuing education requirements. In such cases, an interpreter shall submit a written request to the Committee stating why an extension of time is needed and a proposal for meeting delinquent requirements with a projected completion date.

Rule 3-11. Reinstatement After a Lapse

Pursuant to the following conditions, a master licensed legal interpreter, licensed legal interpreter, or conditionally licensed legal interpreter may have their license reinstated after a lapse:

(1) An interpreter who was on the Interpreter Roster but who has allowed their license to lapse for non-disciplinary reasons for two years or less and who does not hold a valid equivalent license from another governmental agency must fulfill the following to reinstate their license at the discretion of the Committee:

(A) Request reinstatement in writing to the Committee and receive approval in writing from the Committee;

(B) Complete and submit proof of the equivalent of one year's worth of continuing education hours required for their designation;

(C) Complete and submit proof of the equivalent of one year's worth of observation hours required for their designation, if any;

(D) Pay a reinstatement fee determined by the Committee; and

(E) Undergo a criminal history background investigation that demonstrates good moral character.

(2) An interpreter who was on the Interpreter Roster but who has allowed their license to lapse for non-disciplinary reasons for two years or less but who currently holds a valid equivalent license from another governmental agency must fulfill the following to reinstate their license at the discretion of the Committee:

(A) Request reinstatement in writing to the Committee and receive approval in writing from the Committee;

(B) Submit proof of holding an equivalent license from another governmental agency;

(C) Complete and submit proof of two continuing education hours concerning ethics, as prescribed, administered, or authorized by the Committee;

(D) Complete and submit three observation hours if their Georgia designation requires observation hours;

(E) Pay a reinstatement fee determined by the Committee; and

(F) Undergo a criminal history background investigation that demonstrates good moral character.

(3) An interpreter who was on the Interpreter Roster but who has allowed their license to lapse for non-disciplinary reasons for more than two years but less than five years and who has not maintained an equivalent license from another governmental agency for at least 75 percent of the time of the lapse, must fulfill the following to reinstate their license at the discretion of the Committee:

(A) Request reinstatement in writing to the Committee and receive approval in writing from the Committee;

(B) Complete and submit proof of the equivalent of two years' worth of continuing education hours required for their designation;

(C) Complete and submit proof of the equivalent of two years' worth of observation hours required for their designation, if any;

(D) Pay a reinstatement fee determined by the Committee; and

(E) Undergo a criminal history background investigation that demonstrates good moral character.

(4) An interpreter who was on the Interpreter Roster but who has allowed their license to lapse for non-disciplinary reasons for more than two years but less than five years but who has maintained an equivalent license from another governmental agency for at least 75 percent of the time of the lapse must fulfill the following to reinstate their license at the discretion of the Committee:

(A) Request reinstatement in writing to the Committee and receive approval in writing from the Committee;

(B) Submit proof of holding an equivalent license from another governmental agency;

(C) Complete and submit proof of the equivalent of one year's worth of continuing education hours required for their designation;

(D) Complete and submit proof of the equivalent of one year's worth of observation hours required for their designation, if any; and

(E) Pay a reinstatement fee determined by the Committee.

(5) An interpreter who was on the Interpreter Roster but who has allowed their license to lapse for non-disciplinary reasons for five years or more, absent exceptional circumstances, must:

(A) Start the process over to obtain a designation; or

(B) Be accepted for reinstatement as determined on a case-by-case basis by the Committee and fulfill any conditions imposed by the Committee exceeding the conditions listed in Rule 3-11(3).

(6) An apprentice interpreter who does not renew their designation within a grace period to be determined by the Committee must begin the process over to have their designation reinstated. In such cases, the Committee may grant a reinstatement for up to one year so as not to exceed the 24 months in which an individual may hold that designation.

ARTICLE IV. DISCIPLINE

Rule 4-1. Suspension or Revocation of Designation

An interpreter holding a master licensed legal interpreter designation, licensed legal interpreter designation, conditionally licensed legal interpreter designation, an apprentice interpreter, or an interpreter applicant who is in the process of becoming an interpreter with a designation issued by the Committee, may be suspended or revoked for any of the following reasons:

(1) Conviction of a felony or misdemeanor involving moral turpitude, dishonesty, or false statements;

(2) Fraud, dishonesty, or corruption related to the functions and duties of an interpreter;

(3) Continued false or deceptive advertising after receiving notification to discontinue;

(4) Knowingly and willfully disclosing confidential or privileged information obtained while serving in an official capacity;

(5) Gross incompetence, unprofessional conduct, or unethical conduct;

(6) Failing to appear as scheduled without good cause;

(7) Noncompliance with any existing continuing education requirements for a period of one year or more;

(8) Nonpayment of any required renewal fees;

(9) Misrepresentation to a court or third party of their current designation or status with the Committee;
or

(10) Violation of the Code of Professional Responsibility for Interpreters in Article VIII of these rules.

Rule 4-2. General Considerations

(a) Computations and extensions of time shall be governed as follows:

(1) **Computation of Time.** Any period referenced within these rules refers to calendar days. Such period shall begin to run on the first day following the event requiring time computation. When the last day of the period so computed falls on a day on which the office of the Committee is closed, the period shall run until the end of the following business day. The Committee shall receive any time-sensitive material by 5:00 p.m. local time on its due date.

(2) **Extensions of Time.** In its sole discretion and for a good cause shown, the Committee may extend any time limit prescribed or allowed by these procedures. All requests for such extensions, including requests for postponements or continuances, shall be made by written motion submitted to the Committee. The Committee shall notify all parties of its action on such a motion.

(b) Communications shall be governed as follows:

(1) **Communications Generally.** Any communications involving a complaint or the complaint process shall be submitted to the Committee in writing and submitted by e-mail, mail, or hand delivery, except for requests for complaint forms. Communications may be sent via e-mail to Committee staff. Communications shall not be addressed to individual members of the Committee or sent directly to the members of the Committee.

(2) **No Ex Parte Communications.** Except as provided for in paragraph (3) of this subsection, a party or attorney for a party shall not initiate ex parte communication with a member of the Committee. If ex parte communication does occur, the Committee or its staff shall notify all parties of such communication, informing them of its substance and the circumstances of its receipt.

(3) **Communications with Committee Staff.** Committee members or a party to the complaint may communicate with the Committee's staff attorney or staff regarding the substance of a pending complaint.

(4) **Receipt of Communications.** Communications are deemed filed on the date received at the Committee's principal address or when Committee staff receives electronic communication.

(c) **Reasonable Accommodations.** The Committee reserves the right, in its sole discretion and on its motion or on that of a party, to modify the procedures outlined in these rules for a good cause, including making reasonable accommodations for a party or witness involved with a complaint who is of limited English proficiency or who has a disability as recognized by the federal Americans with Disabilities Act of 1990.

(d) **Representation by Counsel for Parties.** Counsel may represent any party at any stage of the complaint process. Counsel shall promptly enter an appearance if counsel has not previously done so by signing the complaint or answer or notifying the Committee's attorney or staff of the appearance in writing.

(e) **Representation by Attorney General's Office.** If the Committee initiates a complaint on its motion, it shall request the Attorney General's Office to represent its interests throughout the proceeding. If the

Attorney General's Office declines to represent the Committee's interests, it shall appoint a special prosecutor to represent its interests.

(f) **Limitation of Actions.** No proceeding under these rules shall be brought unless a complaint has been received at the Committee's office or instituted within five years after the act at issue. This limitation may be tolled at any period, not to exceed three years, where the respondent or the violation is unknown, or the respondent's whereabouts are unknown.

(g) **Probable Cause Panel.** The Probable Cause Panel shall consist of three members of the Committee to be designated by the chair of the Committee. The Probable Cause Panel shall conduct a preliminary review of submitted complaints as described in Rule 4-3.

(h) **Disciplinary Hearing Panel.** The Disciplinary Hearing Panel shall consist of three members of the Committee to be designated by the chair of the Committee. The Disciplinary Hearing Panel shall conduct disciplinary hearings as described in these rules. The members of the Disciplinary Hearing Panel shall not be involved in bringing or assuming a complaint.

Rule 4-3. Complaint Filing Procedures

(a) **Who May File.** A complaint may be filed by any person having knowledge of a violation of these rules. The Committee may also file a complaint on its motion. The Committee may substitute itself for the complainant in any case where:

- (1) A complainant is unavailable due to hardship (including imprisonment), unresponsiveness to the investigation, or an abandonment of the complaint;
- (2) The severity of the allegations in the complaint necessitates the Committee's substitution; or
- (3) The Committee deems it necessary to assume responsibility for the complaint in the interest of justice.

(b) **Forms.** A complaint shall be submitted on the Committee's approved form. All exhibits or documentation supporting the complaint must be included with the form. The complaint form shall be fully completed and notarized. Forms may be obtained via the Committee's website or by contacting the Committee.

(c) **Preliminary Review.** Before the Committee staff sends the complaint to the respondent for a response, a preliminary review will be conducted by the AOC's staff attorney or equivalent staff member and the AOC's Office of Court Professionals, in conjunction with the Probable Cause Panel, to determine whether jurisdiction exists and whether the allegations, if true, would constitute a violation of:

- (1) These rules;
- (2) The Code of Professional Responsibility for Interpreters in Article VIII of these rules; or
- (3) Georgia law governing court interpreting.

(d) **Recommendation of Dismissal of Complaint.** The complaint may be dismissed without prejudice if a preliminary review results in a finding that:

- (1) The complaining party has not complied with complaint filing procedures; or

(2) After construing the complaint in a light most favorable to the complainant, the allegations of the complaint disclose with certainty that no violation of the applicable rules or statutes has occurred, that the Committee does not have jurisdiction over the matter, or that the relief sought by the complainant is not within the power of the Committee to provide.

(e) **Voluntary Dismissal.** A complainant desiring to dismiss their complaint voluntarily may initiate the dismissal of a complaint without permission before a response is filed. After a response is filed, the complainant shall be required to file a motion to dismiss, at which point a copy of the motion to dismiss shall be provided to the respondent by the Committee. Dismissal in such cases is at the sole discretion of the Committee. The Committee may dismiss a Committee-initiated complaint without a motion.

(f) **Request for Documents.** A preliminary reviewer or the Committee may, at any time, require more documentation or specificity from the complainant regarding the alleged violation.

(g) **Intervention.** Within its sole discretion, the Committee, on a motion at any time during a proceeding, may permit or prohibit the intervention of a party. Any nonparty desiring to intervene shall file a motion with the Committee specifying the grounds for intervention.

(h) **Confidentiality.** The status of a complaint shall be communicated only to a complainant, a respondent, a complainant or respondent's attorney, Committee members, or Committee staff. If a complaint has been disposed of and private discipline has been issued, no information about the complaint shall be disclosed to the public. Private discipline may be factored into subsequent disciplinary cases against a respondent. In cases where public discipline is imposed, the Committee may release final disciplinary orders to the public.

Rule 4-4. Response Procedures

(a) **Service of Complaint.** Persons and entities under the Committee's jurisdiction shall inform the Committee, in writing, of their current name, mailing address, street address, e-mail address, and telephone number. Once the Probable Cause Panel determines that a respondent should answer a complaint, Committee staff shall forward a notification via certified mail to the respondent's address on file, including a copy of the complaint. The Committee may rely on the information on file to communicate with, contact, or otherwise perfect service on the person or entity. If the person or entity only provides a post office box address or has not informed the Committee of their current mailing address, it shall be deemed a personal service waiver. Acknowledgment of receipt of the complaint or response shall constitute conclusive evidence of service.

(b) **Response to Complaint.** The respondent shall have 30 days after receiving such notification to file a notarized response to the complaint with the Committee. Committee staff may request further documentation or specificity from the respondent after receiving their response.

(c) **Request for Hearing.** A complainant or respondent may request a hearing before the Disciplinary Hearing Panel, as follows:

- (1) A respondent's request shall be made in writing within 30 days after receiving a copy of a complaint;
- (2) A complainant's request shall be made in writing within 30 days after receiving a copy of a response;
- (3) Failure to adhere to the guidelines provided in this rule shall constitute a waiver of a hearing before the Disciplinary Hearing Panel;
- (4) It is within the Disciplinary Hearing Panel's discretion whether it grants a hearing if the right to a hearing is waived; and

(5) The Disciplinary Hearing Panel may require a hearing even if no party requests one.

(d) **Procedure Upon Receipt of Response.** Upon receiving a response, the Committee staff shall review the response to ensure that it complies with these rules.

Rule 4-5. Noncompliant Responses

A response that does not comply with these rules shall be deemed a noncompliant response. In such cases, Committee staff shall notify the respondent that the Disciplinary Hearing Panel will not consider the response unless the defect is corrected within 15 days after the notice to the respondent of the defect is received. If the respondent fails to correct the defect within such time, the response shall not be sent to the Disciplinary Hearing Panel by Committee staff. If such a defect is corrected, the response shall be considered a compliant response.

Rule 4-6. Compliant Responses

If the response complies with these rules or is amended to comply within 15 days after the notice to the respondent of the defect is received, Committee staff shall send the complaint and response to members of the Disciplinary Hearing Panel for consideration.

Rule 4-7. Secondary Review

(a) Once Committee staff has completed the preliminary review, and the respondent has filed a response, the Disciplinary Hearing Panel may proceed as follows:

- (1) Dismiss the complaint so long as it finds, after assuming all facts alleged in the complaint are true, that the undisputed evidence shows that a violation has not occurred;
- (2) Require further documentation from the parties;
- (3) Require a hearing; or
- (4) Resolve the case without a hearing if a hearing has not been requested.

(b) If the Disciplinary Hearing Panel chooses to require further documentation from a party, it may still dismiss the complaint under the standards above or vote to hold a hearing thereafter.

(c) If the Disciplinary Hearing Panel dismisses the complaint, it shall be with prejudice and may not be submitted again.

(d) The Disciplinary Hearing Panel shall dismiss future complaints containing substantially similar allegations against the same respondent if the allegations arise out of the same set of underlying facts as those in a previously dismissed complaint.

(e) A dismissal by the Disciplinary Hearing Panel shall not deprive the complainant of any remedy at law or equity.

(f) If the respondent has requested a hearing, the Disciplinary Hearing Panel may not make a final disposition of the matter without first holding a hearing, unless the right to a hearing is waived in writing by all parties.

Rule 4-8. Disciplinary Hearing Procedures

(a) **Notification of Hearing.** If the Disciplinary Hearing Panel elects to hold a hearing, the complainant and respondent shall be notified by Committee staff, who shall provide all parties at least 30 days' written notice by certified mail of the date, time, and location of the hearing. The hearing location may be fixed at any site in the State of Georgia, at the Disciplinary Hearing Panel's discretion. Committee staff shall arrange the hearing time and place.

(b) **Participation of Complainant.** The complainant shall appear at the hearing in person and may be represented by counsel unless the Disciplinary Hearing Panel excuses the complainant from participation. In its sole discretion, the Disciplinary Hearing Panel may, upon notice, allow or require the complainant to participate by way of deposition, video, or telephone conference, or any combination thereof. If the complainant fails to appear, the Disciplinary Hearing Panel may dismiss the complaint about failure to prosecute.

(c) **Participation of Respondent.** The respondent shall appear at the hearing in person and be allowed to present their response after presenting the complainant's case. Counsel may represent the respondent. In its sole discretion, the Disciplinary Hearing Panel may, upon notice, allow or require the respondent to participate by way of deposition, video, or telephone conference, or any combination thereof. If the respondent refuses or fails to appear without just cause, the Disciplinary Hearing Panel may take appropriate disciplinary or other action in the absence of such a response.

(d) **Hearing Officer.** The hearing shall be presided over by a hearing officer. The Disciplinary Hearing Panel may appoint one of its members or an independent third party as a hearing officer to preside over the hearing. The hearing officer's duties shall include making rulings on motions, filings, and objections; and issuing a final recommendation to the Disciplinary Hearing Panel. If the hearing officer is a member of the Disciplinary Hearing Panel, the hearing officer may vote only if there is a tie vote among the other voting members.

(e) **Hearing Procedure.** The hearing officer shall establish the order of the hearing. At a minimum, the complainant and respondent shall be given a fair opportunity to be heard and present witnesses, including reasonable cross-examination of adverse witnesses. If there are insufficient members of the Disciplinary Hearing Panel to constitute a quorum, the parties may waive the requirement of a quorum, consent to the attendance of a member by a recorded video or telephone conference, or both. Any such waiver shall be noted on the record. A quorum shall consist of a majority of the total members of the Disciplinary Hearing Panel.

(f) **Role of the Disciplinary Hearing Panel.** The Disciplinary Hearing Panel may:

- (1) Question a party or a party's witness at any time; and
- (2) Issue final findings of fact and conclusions of law.

(g) **Evidence, Burden, and Standard of Proof.** The Georgia rules of evidence shall apply in a disciplinary hearing conducted under these rules. However, the Georgia rules of evidence may be relaxed at the hearing officer's discretion. The burden of proof is on the complainant to prove an alleged violation by clear and convincing evidence at the hearing.

(h) **Witnesses.** Witnesses may be presented at a hearing by either party or the Disciplinary Hearing Panel. The Disciplinary Hearing Panel shall issue subpoenas in blank to a party and their attorney. It shall be the responsibility of a party or their attorney to serve subpoenas in compliance with Georgia law. No hearing

shall be delayed or continued for the failure of a witness to attend unless a timely motion is made. Upon such a motion and for a good cause shown, any witness may testify by video or telephone conference or by deposition, provided that the right of cross-examination is preserved. Any person who testifies shall do so under oath.

(i) **Costs.** The Committee shall bear the costs of recording or transcribing a hearing by a licensed court reporter. Each party shall pay for their copy of the transcript if a copy of the transcript is desired. The Committee shall bear any cost for arranging space for the hearing. Otherwise, the parties shall bear their respective costs in attending and participating in the hearing, including payment to counsel, travel costs to and from the hearing, and any other expenses. Any party wishing to be declared indigent shall make a motion setting forth the grounds for such a declaration at least ten days before the date of the hearing.

(j) **Executive Session.** The Disciplinary Hearing Panel may enter into executive session during or after a disciplinary hearing to discuss findings or issues or vote on issues presented during the hearing. Without limiting the proceeding, the Disciplinary Hearing Panel shall have the authority to exclude any person during its deliberations in executive session.

(k) **Disposition.** The Disciplinary Hearing Panel shall issue a final disposition of the matter within 45 days after a hearing in the form of written findings of fact, conclusions of law, and a final order. For a good cause and in its sole discretion, the Disciplinary Hearing Panel may determine that such a 45-day period shall be extended. The final disposition shall be sent to all parties at their addresses of record via certified mail, with the return receipt requested.

(l) **Informal Resolution of Complaint.** Efforts to resolve the complaint informally may be initiated by the Disciplinary Hearing Panel, the complainant, or the respondent at any time. Any resolution reached by the parties shall be submitted to the Disciplinary Hearing Panel for approval. Upon approval of any such resolution reached informally, all parties shall be notified in writing of the resolution reached and any hearing shall be canceled.

(m) **Petition for Voluntary Discipline.** At any point before a disciplinary hearing, a respondent may petition the Disciplinary Hearing Panel in writing to accept a petition for voluntary discipline instead of a hearing. If such a petition is accepted, the resulting order shall include all undisputed facts, the violation found, and the sanction to be administered. Such an order shall become effective when it is signed and dated by the respondent and the chair of the Disciplinary Hearing Panel. Depending on the nature of the sanction imposed, the Disciplinary Hearing Panel may make the order public.

Rule 4-9. Sanctions

(a) **Confidential Discipline.** The Disciplinary Hearing Panel may impose confidential discipline if it finds that the respondent engaged in conduct that was inadvertent, purposeful but in ignorance of these rules, or under such circumstances that the Disciplinary Hearing Panel concludes that the issuance of confidential discipline would best serve the protection of the public and rehabilitation of the respondent. Confidential discipline shall not be disclosed to any parties except the respondent. The complainant shall be notified that that the Disciplinary Hearing Panel administered discipline, but not the details of such action. Such discipline may include additional training, continuing education, or mentoring. Confidential discipline may take the form of any of the following:

(1) **Letter of Admonition.** A confidential letter of admonition shall be sent to the respondent by Committee staff detailing the conduct complained of, the findings by the Disciplinary Hearing Panel, and the rules violated. A copy of such a letter shall be placed in the respondent's file and may be used to consider the future discipline of the respondent.

(2) **Private Reprimand.** A private reprimand shall be documented and a document summarizing the reprimand shall be placed in the respondent's file, which may be used to consider the future discipline of the respondent. Committee staff shall send a signed copy of the reprimand to the respondent. A private reprimand shall be the most severe form of confidential discipline.

(b) **Public Discipline.** Public discipline shall be a matter of public record that may be disclosed to any person. Committee staff may publish public discipline on the Committee's website, in a newsletter, via e-mail, or in any other manner reasonably calculated to reach the population most likely to find the discipline relevant. The Disciplinary Hearing Panel may impose public discipline, including additional training, continuing education, mentoring, or a restriction on the types of cases to be handled by the respondent in the future. Public discipline may take the form of any of the following:

(1) **Public Reprimand.** A public reprimand shall be documented, and a document summarizing the reprimand shall be placed in the respondent's file. A public reprimand may be used in consideration of the future discipline of the respondent. Committee staff shall send a signed copy of such reprimand to the respondent.

(2) **Suspension.** The Disciplinary Hearing Panel may suspend a respondent's certification, license, or application for a specified term or an indefinite term conditioned upon compliance with those reasonable conditions imposed by the Disciplinary Hearing Panel in its final order.

(3) **Revocation.** The Disciplinary Hearing Panel may permanently revoke the respondent's license or application.

Rule 4-10. Disciplinary Action Appeals

(a) **Full Committee as Appellate Body.** An adverse decision of the Disciplinary Hearing Panel may be appealed to the full Committee. Committee members on either the Probable Cause Panel or Disciplinary Hearing Panel shall recuse themselves from such appeal unless those members were not involved in any decision-making process about the matter on appeal. A majority of all Committee members who are not members of either the Probable Cause Panel or Disciplinary Hearing Panel shall constitute a quorum for purposes of such an appeal.

(b) **Procedure.** An adverse disciplinary decision may be appealed as follows:

(1) A respondent seeking an appeal of an adverse disciplinary decision shall file a notice of appeal with Committee staff within 30 days after the date of the Disciplinary Hearing Panel's final disposition.

(2) Committee staff shall notify the members of the Committee of the filing of a notice of appeal by a respondent.

(3) The respondent's notice of appeal shall:

(A) Enumerate the errors complained of;

(B) State the grounds for each enumerated error; and

(C) State why the respondent contends the decision should be reversed or modified.

(4) At the appeal hearing, the respondent shall present their argument first.

(5) After the respondent concludes, the complainant may be asked to present an argument, if required.

(6) The Committee may question the Disciplinary Hearing Panel or Probable Cause Panel members (if present) as to the basis of their decision.

(7) The Committee shall deliberate outside the presence of the Probable Cause Panel, Disciplinary Hearing Panel, and the parties.

(8) Both the respondent and complainant may bring counsel to the appeal hearing.

(c) **Stay.** The procedure for granting a stay against enforcement of an adverse disciplinary decision shall be as follows:

(1) Except as provided for in paragraph (2) of this subsection, the filing of a notice of appeal shall not stay the enforcement of the Disciplinary Hearing Panel's decision.

(2) If good cause is shown by a respondent seeking an appeal, the Committee may grant a stay against enforcement of the adverse disciplinary decision pending the Committee's ruling on appeal.

(d) **Transmittal of the Record.** The record shall consist of the Disciplinary Hearing Panel's decision and the evidence it considered when making such a decision. The Disciplinary Hearing Panel shall transmit the record to the Committee within 30 days after the date a notice of appeal is filed. The Committee may grant the Disciplinary Hearing Panel additional time to transmit the record if needed. Committee staff shall facilitate the transmittal of a copy of the entire record regarding the matter on appeal to the Committee. The Committee shall inform the appellant of the procedures to be followed on appeal.

(e) **Standard of Review.** The Committee shall not substitute its judgment for that of the Disciplinary Hearing Panel concerning the weight of evidence or facts, but may reverse or modify the original decision upon a revised finding that substantial rights of the appellant have been prejudiced because the Disciplinary Hearing Panel's findings, inferences, conclusions, or decision are:

(1) In violation of constitutional or statutory law;

(2) Beyond the authority of the Disciplinary Hearing Panel in either substance or procedure;

(3) Clearly erroneous; or

(4) Arbitrary, capricious, or an abuse of discretion.

(f) **Full Committee's Decision on Appeal.** The full Committee's decision on appeal of an adverse disciplinary decision shall be final.

ARTICLE V. APPOINTMENT OF INTERPRETERS

Rule 5-1. Use of Interpreter Roster, Interpreters, and Order of Interpreter Selection

(a) The use of the licensed Interpreter Roster and order of interpreter selection is important to the proper administration of language access and the provision of language access services. Any agency conducting a court proceeding should make every reasonable effort to ensure that an individual performing interpretation services in said proceeding under its control is appropriately qualified. See Appendix A of these rules.

(b) It is the position and direction of this Committee that, regardless of the type of court proceeding or the possible outcome of the same, agencies should secure needed interpreters from the Interpreter Roster in the following order:

(1) Master Licensed Legal Interpreter or Licensed Legal Interpreter.

(2) Conditionally Licensed Legal Interpreter.

(c) All other persons interpreting court proceedings shall be required to comply with these rules to the best of their ability. The Committee intends that such persons be selected by the court for interpretation only if no other interpreters on the Interpreter Roster are available. Courts should contact the AOC for assistance with basic requirements such as background checks and training to have any such other individual meet the minimal standards to be listed on the Interpreter Roster and, if appropriate and reasonably possible, be evaluated for proper placement on the Interpreter Roster. Courts should avoid, if possible, last-minute use of non-listed interpreters. Any other persons who are not listed on the Interpreter Roster and are charged to interpret in any court in the State of Georgia shall be under the jurisdiction of the Committee and bound by these rules, and any court who uses such person should inform such non-listed interpreter of the same.

Rule 5-2. Persons Not to Be Used as Interpreters

The Committee recommends that under no circumstances should the presiding judicial officer appoint any of the following to serve as an interpreter:

(1) A family member of the LEP individual or deaf or hard-of-hearing person;

(2) A witness or party to the court proceeding;

(3) Law enforcement officers, such as probation officers, police, deputy sheriffs, or constables;

(4) A social worker, counselor, or health professional involved in the court proceeding;

(5) Any person who may have an interest or perceived interest in the outcome of the court proceeding;

(6) Any person who has been removed from the Interpreter Roster as the result of a disciplinary action;
or

(7) Any person who has a conflict either ethically or pursuant to Rule 5-3 of these rules.

Rule 5-3. Conflicts with Prior Appointments

(a) Any interpreter who has produced or participated in the production of material that will or has been introduced as evidence in a legal proceeding shall not provide interpreting services in court during that same proceeding as they may be called upon to testify as an expert witness and could compromise their appearance of neutrality. Such materials include, but are not limited to, document translations, audio or video recordings of the interpretation of forensic interviews, and translation transcription of audio or video recordings. The interpreter must comply with these rules and the Code of Professional Responsibility for Interpreters (in Article VIII of these rules) during the production of interpreted or translated evidentiary material.

(b) Due to unforeseen circumstances the court may feel it is necessary to allow an interpreter who may be called as an expert witness in a proceeding to also provide interpreting services in that proceeding. Before

making such a decision the court should consult with the parties, consider the rules that apply to the presence of witnesses in the courtroom, and weigh the risk of having an interpreter who might not be viewed as neutral. Such instances should be rare exceptions and not the rule.

Rule 5-4. Use of Deaf Interpreters

(a) The use of a Deaf Interpreter is recommended in court proceedings, including when LEP is at issue, if an individual:

- (1) Uses idiosyncratic non-standard signs or gestures (colloquially referred to as “home signs”);
- (2) Uses a foreign sign language;
- (3) Has minimal or limited formalized American Sign Language communication skills;
- (4) Is deaf-blind or deaf with limited vision;
- (5) Uses signs particular to a given region, ethnic, or age group;
- (6) Has linguistic characteristics reflective of Deaf Culture which are not generally familiar to the majority of hearing interpreters; or
- (7) Would benefit from the use of a Deaf Interpreter as recommended by the court proceeding interpreter.

(b) Ultimately the court, with guidance from one or more court proceeding interpreter, should evaluate the need for a Deaf Interpreter and provide one or more Deaf Interpreter to work with the interpreters who are hearing when justice so requires.

(c) When a Deaf Interpreter is used along with an interpreter who is hearing, the two shall work as one unit and not “rotate” or take turns, but in fact work together to create the proper interpreted message. Meaning that in court proceedings where a Deaf Interpreter is required and also a team is required, the total team shall consist of no less than four interpreters (a hearing and Deaf Interpreter unit teaming or rotating with another hearing and Deaf Interpreter unit).

Rule 5-5. Team Interpreting

(a) Team interpreting is the recognized standard in the field of professional interpreting as the best practice to prevent errors in the interpreting process. It is recommended as a measure for ensuring quality control in interpreted matters. The decision to appoint a team rather than an individual interpreter shall be based on a number of factors, including:

- (1) Length or complexity of the assignment;
- (2) Unique needs of the persons being served;
- (3) Physical and emotional dynamics of the setting; and
- (4) Avoidance of repetitive stress injuries for interpreters.

(b) When interpreters work together as a team, they may divide up roles, responsibilities, and particular tasks, including which interpreter is actively delivering the interpreted message for the record. Such division will

depend on and is left to the discretion of the particular members of a given team. In many instances, the interpreters will switch roles approximately every 20 minutes, with the exact time left to the interpreters.

(c) The selection of each interpreter should follow the protocol outlined in Appendix A of these rules. Appointing one interpreter at the appropriate designation level does not validate appointing a lesser qualified interpreter or interpreters as members of the interpreting team.

Rule 5-6. Relay Interpreting

(a) When there are no interpreters who speak both the LEP person's language and English, but there are individuals who speak the LEP person's language and a second language for which there is an interpreter who also speaks English, or the LEP person's specific communication needs require the use of a relay interpreter, relay interpreting may be necessary. The interpreter who speaks English must have the appropriate designation on the Committee's Interpreter Roster and must make sure the non-English speaking interpreter can communicate effectively in their shared language and is aware of the basic duties of court interpreters and the Code of Professional Responsibility for Interpreters in Article VIII of these rules.

(b) It is recommended that relay interpreting be done in the consecutive mode. Because non-English speaking relay interpreters have not taken the Committee's interpreter orientation, they will be governed by the ad hoc permitted interpreter requirements of these rules; however, the Committee may decide to waive the maximum use limit upon request. Such extensions will be considered on a case-by-case basis, and the Committee reserves the right to impose conditions upon the interpreter before granting the extension.

Rule 5-7. Replacement of Appointed Interpreter

Upon a request by the LEP party, by their counsel, or by any other officer of the court proceeding, the decision maker shall determine whether the interpreter so provided is able to communicate accurately with and interpret information to and from the LEP individual. If it is determined that the interpreter cannot perform these functions, the LEP individual shall be provided with another interpreter. If unable to adhere to the Code of Professional Responsibility for Interpreters in Article VIII of these rules and standards of practice, an interpreter may recuse themselves from a court proceeding.

Rule 5-8. Criminal Cases

(a) In criminal cases, each LEP party shall be provided with an interpreter at each critical stage of the proceedings at no cost.

(b) An LEP individual may waive the right to the use of an interpreter. Such a waiver shall be in writing and approved by the decision maker. The decision maker shall determine, on the record, that the right to an interpreter has been waived knowingly and voluntarily and that the person has been assisted by the services of the most available interpreter.

(c) In criminal cases, an interpreter shall be provided at no cost to any LEP individual whenever the LEP individual is a party, has been subpoenaed or summoned, or has otherwise been compelled to appear in a proceeding. Consultations with legal counsel, guardians, court psychologists, probation officers, doctors, or other individuals who are employed, paid, or supervised by the courts shall comply with Title VI of the federal Civil Rights Act of 1964.

Rule 5-9. Civil Cases

In civil cases, each LEP party shall have the right to an interpreter at each critical stage of the proceedings at no cost to the LEP party. Consultations with legal counsel, guardians, court psychologists, probation officers,

doctors, or other individuals who are employed, paid, or supervised by the courts shall comply with Title VI of the federal Civil Rights Act of 1964. Advance notice of the use of an interpreter shall be provided to all parties and to the decision maker.

Rule 5-10. Juvenile Cases

(a) Each LEP person in any juvenile proceeding (including children, parents of a minor child offender, and parents or guardians of minor victims of crime) or whose parental rights to full custody of any minor child are challenged by any governmental unit or agency such as the Georgia Division of Family & Children Services, shall be provided with an interpreter at no cost during each critical stage of the proceedings.

(b) The decision maker shall provide a qualified interpreter to any LEP person whenever such person's rights to full custody of any minor child are challenged for allegedly causing a child to be dependent, delinquent, or a child in need of services in violation of the Georgia Juvenile Code, as amended, or a child in need of services, and the rules established by the court hearing the case.

(c) Consultations with legal counsel, child advocates, guardians, court psychologists, probation officers, doctors, or other individuals who are employed, paid, or supervised by the courts shall comply with Title VI of the federal Civil Rights Act of 1964.

(d) An LEP person may waive the right to the use of an interpreter. Such a waiver shall be in writing and approved by the decision maker. The decision maker shall determine, on the record, that the right to an interpreter has been waived knowingly and voluntarily and that the person has been assisted by the services of the most available interpreter in accordance with Appendix A of these rules.

(e) When unable to adhere to the Code of Professional Responsibility for Interpreters in Article VIII of these rules and standards of practice, interpreters may recuse themselves from any juvenile proceeding.

ARTICLE VI. OATH, CONFIDENTIALITY, AND PUBLIC COMMENT

Rule 6-1. Interpreter's Oath

(a) Except as provided in subsection (c) of this rule, before becoming licensed, and before providing any service to an LEP or deaf or hard-of-hearing person, an interpreter shall subscribe to the interpreter's oath, as provided in subsection (b) of this rule. By signing the interpreter's oath form, an interpreter acknowledges that they:

(1) Meet the minimum standards outlined in these rules;

(2) Will abide by the interpreter's oath; and

(3) Will abide by the Code of Professional Responsibility for Interpreters in Article VIII of these rules.

(b) The interpreter's oath shall conform substantially to the following form: "Do you solemnly swear or affirm that you will faithfully interpret from (state the language) into English and from English into (state the language) the proceedings before this court in an accurate manner to the best of your skill and knowledge?"

(c) Licensed interpreters need not be sworn in for every court event in which they participate. A court shall have the discretion to ask an interpreter to subscribe to the interpreter's oath at the beginning of every court event.

Rule 6-2. Confidentiality

(a) Interpreters shall not voluntarily disclose any admission or communication that is declared to be confidential or privileged under Georgia law.

(b) The presence of an interpreter shall not affect the confidential or privileged nature of any discussion.

Rule 6-3. Public Comment Prohibited

Interpreters shall not publicly discuss, report, or offer an opinion concerning a matter they are engaged in, even when that information is not privileged or required by law to be confidential.

Rule 6-4. Agreeing to Code of Professional Responsibility for Interpreters

An interpreter shall agree in writing to comply with the Code of Professional Responsibility for Interpreters in Article VIII of these rules prior to providing interpretation services in a court in the State of Georgia.

ARTICLE VII. RECORD OF INTERPRETER TESTIMONY

Rule 7-1. Spoken Language Interpretation and the Record

(a) The following rules shall apply only to spoken language interpreters:

(1) If a licensed interpreter is used, no record shall generally be made of the non-English testimonial statements. However, if a non-licensed interpreter is used, it is recommended that a record be made of the complete interpretation rendered by the interpreter in the consecutive mode.

(2) If a challenge is made to the accuracy of an interpretation, the court shall first determine whether the interpreter can communicate accurately with and interpret information to and from the LEP individual. If it is determined that the interpreter cannot perform these functions, arrangements for another interpreter should be made unless cumulative, irrelevant, or immaterial testimony is involved.

(3) If the court determines that an interpreter can communicate effectively with the non-English speaker, the court shall resolve the issue of a contested interpretation and the record to be made of the contested testimony in its discretion.

(4) Any transcript prepared shall consist only of the English language spoken in court.

(5) If a licensed interpreter is not used, the court shall make an audio or audio-visual recording of any testimony given in a language other than English. Such recording shall include any colloquies between the Court and any LEP individuals, statements or testimony made to the court given by an LEP individual, as well as all translations provided by the interpreter of such proceedings. Such recording shall also become part of the record of the proceeding.

(6) The recording of any interpretation for an LEP defendant or party of other proceedings where the defendant does not directly participate shall not be required, such as the interpretation of testimony of an English-speaking witness when counsel represents the defendant.

(7) The record shall not include the content or related interpretation of any private conversation between a defendant or party and his or her counsel.

(8) In all cases where audio or audio-visual recording is not required, the court shall have the discretion to authorize the making of such a recording.

(9) With regards to evidentiary material:

(A) Interpreters shall not extemporaneously sight translate written evidentiary material into the record without proper preparation and advance notice. A written translation of documents should be prepared before the proceedings in which they are to be introduced into evidence.

(B) Interpreters shall not interpret into English audio or video recordings in legal proceedings. Such recordings shall be transcribed and translated before the proceeding in which they are to be introduced into evidence or reproduced.

(b) The quality of an on-the-spot sight translation of a document or interpretation of an audio or video recording in court will almost always fall short of the evidentiary standards that must be met, due to the lack of time, technology, and resources needed by the interpreter to perform such a complicated task correctly. Rendering such an interpretation could violate the standard of faithfulness and accuracy required by the interpreter's oath. Furthermore, should the accuracy of the rendition be challenged the only source of reference would be the official record or the interpreter's memory.

Rule 7-2. Testimony of Deaf or Hard-of-Hearing Persons

The testimony of deaf or hard-of-hearing persons may be recorded as provided for in the Official Code of Georgia Annotated.

Rule 7-3. Interpreter Identified on the Record

Interpreters shall be identified on the record. When making such identification, an interpreter shall provide all the following information for the record:

(1) The interpreter's full name, including the spelling of their last name;

(2) The interpreter's designation on the Interpreter Roster, stated in its full designation or as the corresponding acronym;

(3) Any types of certification or licenses in addition to the designation on the Interpreter Roster that the interpreter currently holds;

(4) The interpreter's license number; and

(5) The name of the interpreting agency hiring the interpreter, if applicable.

ARTICLE VIII. CODE OF PROFESSIONAL RESPONSIBILITY FOR INTERPRETERS

Preamble of the Code of Professional Responsibility for Interpreters

The Judicial Council's Committee on Court Interpreters is charged to recruit, register, certify, license, and govern the work and conduct of spoken language and sign language interpreters in the courts of Georgia to assure that persons of limited English proficiency as well as deaf or hard-of-hearing persons are provided due process, equal access, and meaningful participation in all court proceedings and court support services; that the constitutional rights of criminal defendants to the assistance of language interpreters be safeguarded; and, that the efficiency, quality, and uniformity of court proceedings as assisted by interpreters be encouraged and preserved.

Rule 8-1. Construction

The Code of Professional Responsibility for Interpreters in this article shall be interpreted under the purposes provided in the Preamble of this article.

Rule 8-2. Application

(a) The following enumerated standards of ethical conduct to be observed by language interpreters in the courts of Georgia contain authoritative principles and directives to assist the judiciary; officers of the court; language interpreters; agencies and organizations administering, delivering, or supervising interpreting services to the courts; and the public.

(b) Interpreters subject to multiple ethical guidelines must follow the strictest applicable guideline.

(c) Commentaries are intended to provide contextual guidance.

(d) Proceedings concerning violations of the enumerated standards shall be brought as provided for by Georgia law and these rules.

Rule 8-3. Standards⁸

Interpreters shall:

- (1) Act in accordance with any applicable ethical guidelines.
- (2) Reflect proper court decorum and act with dignity and respect to the officials and staff of the court.
- (3) Avoid professional or personal conduct that could discredit the court.
- (4) Work unobtrusively to keep the focus on the parties rather than the interpreter.
- (5) Accurately state their qualifications and designation as a legal interpreter using the approved format described in Rule 7-3 (2) of these rules.
- (6) Interpret accurately and faithfully without indicating any personal bias, as follows:
 - (A) Preserve the level of language used and the ambiguities and nuances of the speaker without editing;
 - (B) Request clarification of ambiguous statements or unfamiliar vocabulary from the judge or counsel;
 - (C) Refrain from expressing an opinion in a matter before the court; and
 - (D) Promptly notify the court of any error in their interpretation.
- (7) Maintain impartiality by avoiding undue contact with witnesses, attorneys,⁹ interested parties, and jurors before, during, and until the case is concluded.

⁸ **Commentary:** Parties to litigation have a constitutional right to test the testimony of LEP or deaf or hard-of-hearing witnesses, just as they test the testimony of an English-speaking witness. In the courtroom, the judge or jury must evaluate the fairness of the questioning and the understanding of the witness, not the interpreter. Outside of the testimonial setting, for instance in witness interviews, probation interviews, or mediation, the interpreter may play a more active role in clarifying misunderstandings between the participants. Further, in such settings, requests for clarifications should be directed at the participants, rather than being referred to the judge.

The obligation to preserve accuracy includes the interpreter's duty to correct any error of interpretation discovered by the interpreter during the proceeding. Interpreters should demonstrate their professionalism by objectively analyzing any challenge to their performance.

In civil cases, the courts must sometimes rely on community service groups, friends, acquaintances, and relatives of the LEP or deaf or hard-of-hearing speaker to interpret or translate during court proceedings. Even interpreters whose participation is uncompensated must understand they take an oath to faithfully interpret impartially in the courtroom setting without interference as a participant, and that the evaluation of the questions and answers must be left to the finder of fact (i.e., the judge or jury).

Example: If a questioner in courtroom testimony asks a question that assumes incorrect facts (such as where certain streets intersect), it would be highly improper for the interpreter to interject their own knowledge of the correct information. In contrast, if a probation officer in an intake interview, for instance, makes a mistake in giving directions as to how to get to a court-related office, it would be helpful, rather than improper, for the interpreter to point out the supposed error to the parties to the conversation.

⁹ **Commentary:** It is not improper for an interpreter retained by one side in litigation for witness or client interviews to also interpret testimony in the courtroom. Whether such a dual role is to be permitted in a particular case is for the presiding judge to determine. It would be highly improper, however, for the interpreter to fulfill such multiple roles without disclosure to all parties and the court.

(8) Disclose to the court and parties any prior involvement with a case, or private involvement with the parties or others significantly involved in the case.

(9) Never take advantage of knowledge obtained in the performance of official duties for the interpreter's own or another's gain.

(10) Protect the confidentiality¹⁰ of all privileged and other confidential information about court cases, as follows:

(A) Interpreters shall not voluntarily disclose any admission or communication that is declared to be confidential or privileged under Georgia law.

(B) Interpreters shall not publicly discuss, report, or offer an opinion concerning a matter in which they are engaged, even when that information is not privileged or required by law to be confidential.

(11) Inform the presiding judge if the interpreter feels harassed or intimidated.

(12) Immediately report to the court and the Committee any solicitations or efforts by another to induce or encourage the interpreter to violate any law, standard, rule, or any part of this Code of Professional Responsibility.

(13) Accept no money, gift, or other benefits other than the compensation received for the performance of interpretation duties.

(14) Not give any legal advice,¹¹ whether solicited or not solicited. The LEP or deaf or hard-of-hearing speaker shall be referred to the judge or counsel in all such instances.

(15) Never act as an individual referral service for any attorney. If an LEP or deaf or hard-of-hearing speaker asks an interpreter to refer the speaker to an attorney, the interpreter shall direct such an individual to the local bar association or the indigent defense office.

(16) Not receive any compensation or benefit, direct or indirect, for a referral to an attorney.

¹⁰ **Commentary:** Confidentiality does not extend to a situation in which there are threats of imminent violence, the interpreter is a witness to criminal acts, or to information relating to a crime committed during the course of the proceedings or the interpreter's employment where the information concerning such crime does not derive from attorney-client conversations. Such information should be disclosed to a judge who is not involved in the proceeding for advice in regard to the potential conflict in professional responsibility; however, if the information was acquired during attorney-client conversations, the information should be discussed with the attorney participant. Confidentiality does not extend to disclosures to a client's attorney, so that an interpreter may freely discuss issues of client misconduct with the client's attorney. Confidentiality does not extend to the fact or dates of employment as an interpreter. Also, if a disciplinary complaint or lawsuit arising out of interpretation services is filed against an interpreter, the interpreter may testify about relevant communications.

When an interpreter is called upon to testify in court, the interpreter should request a ruling by the court upon the propriety of testimony on confidential matter. Furthermore, if the testimony concerns a conversation between attorney and client, the interpreter should request a ruling as to whether the conversation is covered by attorney-client privilege.

¹¹ **Commentary:** The interpreter is subject to the same constraints against giving legal advice as other non-lawyer court personnel. In addition, interpreters need to be mindful of the dependence of the LEP or deaf or hard-of-hearing person on their services; therefore, any erroneous information provided by an interpreter is unlikely to be questioned or corrected. Accordingly, interpreters need to be particularly cautious even in the non-legal information they provide. Interpreters regularly appearing in a given courtroom may seek and rely upon guidance from the presiding judge on how informational inquiries should be handled. If an attorney is called upon to interpret, their conduct is governed by the Georgia Rules of Professional Conduct for attorneys, but an attorney acting as an interpreter shall at all times act in conformity with Rule 8-3 of these rules.

(17) Continually improve their skills and knowledge through activities such as professional training and education, as required by these rules.

(18) Bring to the court's attention any circumstance or condition that impedes full compliance with any applicable provisions of this Code of Professional Responsibility for Interpreters, including interpreter fatigue, the need for team interpreting, inability to hear, or inadequate knowledge of specialized terminology.

(19) Refuse any assignment for which they are not qualified or under conditions that substantially impair their effectiveness or recuse themselves for any reason should they become unable to fulfill their ethical duties.

(20) Be permitted to advertise, but interpreters shall not engage in untruthful or misleading representations. In particular:

(A) Interpreters shall not claim that they will guarantee a specific result;

(B) Interpreters shall not claim an ability to provide legal advice or services for which they are not licensed; and

(C) All statements as to qualifications and designations identified using the approved format described in Rule 2-2 of these rules shall be accurate.

(21) Be required to be of a good moral character, and if seeking licensing or listing with the Committee, an interpreter shall:

(A) Comply with any rule or regulation of the Committee regarding good character; and

(B) Cooperate with background investigations, including a criminal background check.

(22) Agree to be bound by the rules of this Code of Professional Responsibility for Interpreters.

Rule 8-4. Violations, Removal From Registry, and Other Sanctions

Violations of these rules may result in discipline pursuant to Article IV of these rules.

Rule 8-5. Compliance with Court Rules or Orders [Effective 3-6-25]

In all circumstances, interpreters shall comply with any applicable uniform rules promulgated by the Supreme Court of Georgia or the relevant court council. Interpreters shall also comply with orders and instructions from the judge presiding over a proceeding. An interpreter who complies with any such rule or order that conflicts with these rules shall not be subject to discipline under Article IV as a result of such compliance.

APPENDIX A

PROCEEDING TYPES AND QUALIFIED INTERPRETER ROSTER DESIGNATIONS

The use of the licensed Interpreter Roster and order of interpreter selection is important to the proper administration of language access and the provision of language access services. Any agency conducting a court proceeding should make every reasonable effort to ensure that an individual performing interpretation services in said proceeding under its control is appropriately qualified.

It is the position and direction of this Committee that, regardless of the type of court proceeding or the possible outcome of the same, agencies should secure needed interpreters from the Interpreter Roster in the following order:

- (1) Master licensed legal interpreter or licensed legal interpreter.
- (2) Conditionally licensed legal interpreter.

All other persons interpreting court proceedings shall be required to comply with these rules to the best of their ability. The Committee intends that such persons be selected by the court for interpretation only if no other interpreters on the Interpreter Roster are available. Courts should contact the AOC for assistance with basic requirements such as background checks and training to have any such other individual meet the minimal standards to be listed on the Interpreter Roster and, if appropriate and reasonably possible, be evaluated for proper placement on the Interpreter Roster. Courts should avoid, if possible, last-minute use of non-listed interpreters. Any other individual who is not listed on the Interpreter Roster and is charged to interpret in any court in the State of Georgia shall be under the jurisdiction of the Committee and bound by these rules, and any court who uses such individual should inform such non-listed interpreter of the same.

The Committee recommends that under no circumstances should the presiding judicial officer appoint any of the following to serve as an interpreter:

- (1) A family member of the LEP individual or deaf or hard-of-hearing person;
 - (2) A witness or party to the court proceeding;
 - (3) Law enforcement officers, such as probation officers, police, deputy sheriffs, or constables;
 - (4) A social worker, counselor, or health professional involved in the court proceeding;
 - (5) Any person who may have an interest or perceived interest in the outcome of the court proceeding;
- or
- (6) Any person who has been removed from the Interpreter Roster as the result of a disciplinary action.

The following types of proceedings or those proceedings with the following potential outcomes should use only qualified interpreters with corresponding designations, and the courts should consider any and all reasonable measures to provide a properly designated interpreter, including: scheduling or continuing the proceeding to a date and time when a properly designated interpreter can be secured; using remote technology, when otherwise appropriate; or contacting the AOC for assistance in locating an interpreter.

The practice of team interpreting should be used whenever deemed necessary for longer proceedings, as per Rule 5-5 of these rules.

The type of case an interpreter should be appointed to is based on their classification, which reflects the level of knowledge, skill, and abilities demonstrated during the certification process. This applies to both spoken language and sign language interpreters. Based on their classification and level of expertise, interpreters should be appointed as follows:

COURT	CASE TYPE	PROCEEDING	INTERPRETER LICENSE DESIGNATION: QUALIFIED FOR CASE TYPE
Superior and State Court – Criminal	Homicides	All proceedings	Master Licensed Legal Interpreter or Licensed Legal Interpreter only
	Felonies and Evidentiary	Trials, guilty pleas, all hearings, or parole violations	Master Licensed Legal Interpreter or Licensed Legal Interpreter only
		Arraignments, waivers, or pre-trial conferences	Master Licensed Legal Interpreter, Licensed Legal Interpreter, or Conditionally Licensed Legal Interpreter
	Misdemeanors and Summary	Bail, arraignments, guilty pleas, pre-trial proceedings, or waivers	Master Licensed Legal Interpreter, Licensed Legal Interpreter, or Conditionally Licensed Legal Interpreter
Juvenile Court	Juvenile Delinquency	Detention hearings, adjudications, probation violations, truancy, motions, or child in need of services	Master Licensed Legal Interpreter, Licensed Legal Interpreter, or Conditionally Licensed Legal Interpreter
	Juvenile Dependency	All hearings	Master Licensed Legal Interpreter or Licensed Legal Interpreter only

COURT	CASE TYPE	PROCEEDING	INTERPRETER LICENSE DESIGNATION
Superior and State Court – Civil (domestic)	Domestic Relations	Abuse, custody, support, or paternity	Master Licensed Legal Interpreter, Licensed Legal Interpreter, or Conditionally Licensed Legal Interpreter
Superior and State Court – Civil	Court, Estates, Tort, or Private Lawsuit	Pre-trial hearings, trials, depositions, arbitrations, or adoptions	Master Licensed Legal Interpreter, Licensed Legal Interpreter, or Conditionally Licensed Legal Interpreter
Superior and State Court – Civil (other)		Competency hearings	Master Licensed Legal Interpreter or Licensed Legal Interpreter only
Probate Court	All cases	All hearings	Master Licensed Legal Interpreter, Licensed Legal Interpreter, or Conditionally Licensed Legal Interpreter
Magistrate and Municipal Court	Criminal	Bail, arraignments, hearings, misdemeanors, trials, or guilty pleas	Master Licensed Legal Interpreter, Licensed Legal Interpreter, or Conditionally Licensed Legal Interpreter
	Civil	Restraining orders, protection from abuse, landlord/tenant, or small claims	
Traffic Court/Recorder’s Court	All cases	All hearings	Master Licensed Legal Interpreter, Licensed Legal Interpreter, or Conditionally Licensed Legal Interpreter
Executive Branch and Local Agencies	Administrative Hearings	Unemployment, workers’ compensation, or reinstatement of benefits	Master Licensed Legal Interpreter, Licensed Legal Interpreter, or Conditionally Licensed Legal Interpreter