

**Commission on Interpreters of the  
Supreme Court of Georgia.**

Complaint Process.

**FILING A COMPLAINT AGAINST A COURT INTERPRETER**

The Commission on Interpreters only addresses written complaints. If you wish to file a formal complaint against a Commission on Interpreters licensed Court Interpreter, you must complete the attached complaint form.

Please print or type the requested information and be as specific as possible. If you need more space for any section of the complaint, use additional sheets, and indicate to which section you are referring.

Mail your Completed, notarized form and all supporting documents to:

Commission on Interpreters.  
**% Program Manager.**  
244 Washington Street, SW – Suite 300  
Atlanta, GA 30334-5900

Upon receipt, the Commission on Interpreters will review the complaint and any supporting documentation. The Commission will then, at its next scheduled meeting, determine whether to 1) Require the Court Interpreter to answer the complaint, or 2) dismiss the complaint without further action.

After receiving the respondent's answer to the complaint, the Commission may decide to hold a disciplinary hearing on the complaint. If the Commission schedules a hearing, it may require your attendance, testimony, and active participation.

Disciplinary sanctions may consist of, but are not limited to, one of the following: a public or private reprimand, requirement of additional training, a requirement to take the interpreter certification examination, limiting the scope of practice or interpreting services, which may include removal or suspension from any registry, a condition that work be supervised, and/or suspension or revocation of the court interpreter's license.

Please refer to the Code of Professional Responsibilities, Appendix C of the Supreme Court Order, issued January 2003, when indicating which Court Interpreter standard(s) you believe were violated.



# Commission on Interpreters.

Supreme Court of Georgia



## FORMAL COMPLAINT FORM

Docket # \_\_\_\_\_  
For Internal Use ONLY

Date Filed: \_\_\_\_\_  
For Internal Use ONLY

### Your Information

Your Name:

Your Mailing Address:

Your Telephone #

Your e-mail:

Name of Interpreter:

Interpreter's Phone #

Interpreter's License # (if Known)

Interpreter's e-mail:

Referring to the Code of Professional Responsibility for Interpreters, [Appendix C](#) of the Supreme Court Order issued on January 2003, indicate which Court Interpreter Standard(s) you feel were violated. List any paragraph numbers which apply to the subject of this complaint:

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*Please use additional pages if necessary.*



# Commission on Interpreters.

Supreme Court of Georgia



State exactly what the Court Interpreter did or did not do which causes you to file this grievance against them. Please provide details, including specific dates.

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*Please use additional pages if necessary.*

Have you discussed this problem with the interpreter directly?      Yes      No

If so, when was the last time you spoke to the Court Interpreter? \_\_\_\_\_

Do you owe this court interpreter monies or fees for expenses associated to this matter?      Yes      No



# Commission on Interpreters.

Supreme Court of Georgia



If this matter should require a hearing, please list the names, and addresses of any witnesses you wish to be subpoenaed by the Commission on Interpreters. Use additional pages if necessary. If you have any written correspondence concerning the matter at hand, please attach copies of said correspondence.

Witness # 1 - Name	Address:
Telephone #	E-mail:
Witness # 2 - Name	Address
Telephone #	E-mail.

**-PLEASE NOTE-**

Staff may forward a copy of this complaint to the interpreter for a response.

**VERIFICATION**

State of Georgia, County of \_\_\_\_\_ Date: \_\_\_\_\_

I do solemnly swear or affirm that the facts set forth in the above Complaint are true.

\_\_\_\_\_  
Complainant's Signature

Sworn to and subscribed before me on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public \_\_\_\_\_ (SEAL)

**-END OF DOCUMENT-**