



**The Circuit Court**  
for the Sixth Judicial Circuit Court  
OFFICE OF THE COURT ADMINISTRATOR  
1200 N TELEGRAPH RD DEPT 404  
PONTIAC MI 48341-0404

March 29, 2012

Dear Interpreter Applicant,

Enclosed you will find copies of the 2012 Language Interpreter Application and an Interpreter's Oath form for the Code of Professional Conduct for Interpreters in Michigan Courts. Based upon past experience, I wish to remind you that applicants must complete the entire application and return the signed certification for the Code of Professional Conduct. The Code of Professional Conduct may be accessed on line at [www.oakgov.com/circuit/info\\_pub/interpreter.html](http://www.oakgov.com/circuit/info_pub/interpreter.html). I recommend that you either print or bookmark the Code for reference and study throughout the year.

Payment terms remain the same as last year. Certified interpreters receive \$50.00 per hour with a two hour guarantee. Uncertified interpreters receive \$35.00 per hour with a two hour guarantee. In either instance, the Court does not pay mileage and generally does not pay for lunch hours. The Court continues to provide the interpreter list to other Oakland County courts and police agencies. Please note that distribution of the list does not guarantee that other users agree to the same payment terms as the Sixth Circuit Court. If you are contacted by a court or agency other than the Sixth Circuit Court or the Oakland County Probate Court, you should confirm the payment and work terms prior to beginning an appointment.

All interpreters **must** complete the entire application to be considered for the list. Interpreters associated with agencies must complete an application for each agency for which they wish to be considered. Interpreters who interpret multiple languages must list each language for which they wish to be considered. Please answer all questions completely. If a particular question does not apply to you, please write "N/A" (not applicable) on the application. This demonstrates that you did not accidentally skip the question. In addition, each interpreter must read the *Interpreter's Code of Professional Responsibility*, available at [www.oakgov.com/circuit/info\\_pub/interpreter.html](http://www.oakgov.com/circuit/info_pub/interpreter.html), and sign and return the enclosed *Interpreter's Oath*.

All uncertified interpreters whose applications are approved must successfully complete a qualifying training program. Unlike the fall application cycle, the Court does not offer a training program for the spring application cycle. Consequently, you must successfully complete a qualifying training and provide verification with your application. One example of a training is the Simultaneous and Consecutive Interpreter training offered by MiTiN on April 14, 2012 from 10:30 a.m. until 3:30 p.m. at the Novi

Library. Further details regarding this opportunity may be found at <http://www.mitinweb.org/>. Failure to successfully complete a training will result in an interpreter not qualifying for the interpreter list. Finally, interpreters admitted mid-year must complete a new, qualifying training to complete the application process.

Certified interpreters are not required to complete the training component of the application process. A certified interpreter is one who has fulfilled all the requirements for certification through a program administered by the state or federal government. Michigan presently offers certification testing in thirteen languages for interpreters. An added incentive for obtaining certification is that the Court will add or upgrade certified interpreters at any point throughout the year upon proper application and proof of certification. Additional questions about certification may be directed to:

State Court Administrative Office  
Attn: Sharon Fox  
P.O. Box 30048  
Lansing, MI 48909  
Phone: (517) 373-6670

You may also visit the <http://courts.michigan.gov/scao/services/access/InterTest.htm> for more information.

Finally, I wish to stress that the Court is aware of the work required to become a professional interpreter. The application process alone requires that interpreters make a significant commitment of time and energy to be included on this Court's interpreter list. By completing the process, the Court obtains a measurement of the skills that individual interpreters possess. This enables the Court to select appropriate interpreters for particular cases or individuals within cases. For this reason, interpreter appointments attempt to select the best interpreter for a case. Consequently, if an interpreter is unable to personally perform an appointment or learns of a conflict, the interpreter should immediately contact the Court and advise the Court of the issue so a new interpreter may be appointed. Unless directed by the Court, interpreters should not take it upon themselves to find a replacement. Similarly, interpreters should not accept appointments that they know they cannot fulfill. Interpreters should only accept appointments for cases that they have the time and skill to perform. By cooperating with the Court in this manner, interpreters ensure that professional interpreters will be used throughout the Court and demonstrate their commitment to the use of professional interpreters.

Please return the application oath, and, if required, verification of successful completion of training no later than **Friday, May 18, 2012** to:

Oakland County Court Administrator's Office  
Attn: Richard Lynch  
1200 N. Telegraph Road  
Department 404  
Pontiac, MI 48341-0404

If you have any questions, please contact me at 248 452-2171. I remain,

Very Truly Yours,



Richard Lynch

Manager Civil/Criminal Division