Mississippi Court Interpreter Manual

Promulgated by the Administrative Office of Courts

October 2011

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Topic: **INTRODUCTION** Effective Date: October 17, 2011

Sub-topic: **GENERAL** Revision Date: June 1, 2021
Revision Date: July 1, 2023

Section: 1.01

PURPOSE AND SCOPE

In 2006 the Mississippi Legislature passed Senate Bill 2269 which directed the Administrative Office of Courts (hereinafter the Administrative Office of Courts shall be referred to as "AOC" and the Director of the Administrative Office of Courts shall be referred to as "Director") to establish a program to facilitate the use of foreign language interpreters in all courts of the State of Mississippi effective July 1, 2006. *See* Miss. Code Ann. §§ 9-21-71 to -81. In June 2006, the AOC became a member of the Consortium for Language Access in the Courts ("Consortium"). The Consortium allows states to pool resources for the development and administration of court interpreter testing and training programs. On October 17, 2011, the AOC adopted the Court Interpreters Code of Ethics and the Rules on Standards for Court Interpreters.

EFFECTIVE DATE

This manual, amendments, and revisions hereto shall be effective upon adoption by the Director unless amendments are made effective at a later date as will be noted with the release of the amendment.

AMENDMENTS

This manual may be amended, revised, or repealed by the Director at any time with or without prior notice. This manual is subject to periodic and routine review.

DISCLAIMER

This manual is not an express or implied contract of employment. Rather, it is an overview of the working rules governing the qualifications and certification process of court interpreters rendering services in the courts of Mississippi. The information contained in this manual is not intended to and does not grant to any court interpreter any additional rights or privileges not otherwise expressly provided in state or federal law governing the judiciary of the state.

This handbook does not apply to interpreters for the hearing impaired. *See Miss. Code Ann.* §§ 13-1-301 to -315 (Rev. 2002).

Topic: **INTRODUCTION**

Effective Date: October 17, 2011

Sub-topic: **CONTACT INFORMATION**

Revision Date: January 21, 2018
July 31, 2019
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Section: 1.02

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Topic: **INTRODUCTION** Effective Date: October 17, 2011

Sub-topic: **LOCATION**

Section: 1.03

The Administrative Office of Courts is headquartered in the Carroll Gartin Justice Building located at the corner of High and West Streets in the City of Jackson.

Physical street address:	450 High Street Jackson, Mississippi 39201
Mailing Address:	Administrative Office of Courts Post Office Box 117 Jackson, Mississippi 39205-0117

Topic: **INTRODUCTION** Effective Date: October 17, 2011

Sub-topic: **ROLE OF INTERPRETER** Revision Date: July 1, 2023

Section: 1.04

In a legal environment, interpreting is the unbiased oral translation of testimony, documents, instructions, rulings of the court, and arguments of attorneys by a qualified neutral interpreter so that a court or jury might correctly determine the facts of the case at hand.

As officers of the court, court interpreters help to ensure that Limited English Proficient (LEP) individuals obtain equal access to justice and that court proceedings function effectively. Court interpreters serve the state by helping to provide due process for persons with limited English proficiency. A court interpreter is the communication facilitator for the parties involved in a proceeding and plays a vital role in the protection of the rights of LEP individuals engaged as parties or witnesses in legal proceedings in the state of Mississippi.

Court interpreters are highly skilled bilingual or multilingual professionals who fulfill an essential role in the administration of justice. A bilingual individual is not necessarily qualified to interpret in a legal setting. Thus, court interpreters must not only be bilingual, they must also be bi-cultural. They must be educated speakers of English and another language and be able to interpret all levels of discourse in court proceedings.

Furthermore, a court interpreter must be familiar with court procedures and protocols and maintain the high ethical standards required by the Mississippi Code of Ethics for Foreign Language Court Interpreters, including a commitment to lifelong learning. Credentialed court interpreters are highly skilled professionals who are able to perform at a very high level in the three modes of interpreting (simultaneous interpretation, consecutive interpretation, and sight translation).

The consequences can be severe if an interpreter fails to interpret a legal proceeding accurately and fairly. Poor interpretation may fail to capture the eloquence of a judge, attorney, or witness. Questions and testimony can be distorted, leading a judge or jury to be confused or uncertain. Especially in criminal matters, poor interpretation can result in a wrongful conviction or acquittal. The consequences can even extend beyond a single proceeding and compromise the integrity of the judicial system.

Topic: **INTRODUCTION** Effective Date: October 17, 2011

Sub-topic: **DUTY TO EXPLAIN ROLE TO LIMITED ENGLISH PROFICIENCY INDIVIDUAL** Revision Date: July 1, 2023

Section: 1.05

Court interpreters interpret for parties who cannot communicate effectively in English, often interpreting in a legal setting. It is imperative that the LEP individual understand the role of the interpreter, and it is incumbent upon the interpreter to communicate the interpreter's role to the LEP individual.

The role of the court interpreter can be defined as follows:

- The duty of the court interpreter is to serve as a conduit between limited or non-English speakers and English-speaking officials in legal forums. As they convert one language to another, interpreters play a critical role in the administration of justice and make it possible to ensure the rights of due process and participation in the court system for all those involved.

- The goal of a court interpreter is to enable the judge and jury to react in the same manner to a non-English-speaking witness as they do with one who speaks English. Also the limited or non-English-speaking defendant should be enabled to hear everything that an English speaker has the privilege to hear.

- The proper role of the interpreter is to place the limited or non-English speaker, as closely as linguistically possible, in the same situation as an English speaker in a legal setting. In doing so the interpreter does not give any advantage or disadvantage to the non-English-speaking witness or defendant.

- The goal of a court interpreter is to produce a legal equivalent, a linguistically true and legally appropriate interpretation.

Topic: **ADMINISTRATION** Effective Date: October 17, 2011

Sub-topic: **EMPLOYMENT**

Section: 2.01

EMPLOYMENT STATUS

Interpreters are **not** employees of the AOC.

DISCLAIMER

The receipt of this manual by an interpreter does not grant an express or implied contract of employment. This manual is an overview of the working rules governing the qualifications and certification of court interpreters rendering services in the courts of Mississippi. The information contained in this manual is not intended to and does not grant to any court interpreter any additional rights or privileges not otherwise expressly provided in state or federal law governing the judiciary of this state.

Topic: **ADMINISTRATION** Effective Date: October 17, 2011

Sub-topic: **COMPENSATION** Revision Date: July 1, 2023

Section: 2.02

The AOC does **not** provide compensation of any kind for or to interpreters. The expenses of providing a court interpreter is payable out of the county or municipal treasury at no cost to the litigant. *See* Miss. Code Ann. § 9-21-81.

Topic: **ADMINISTRATION** Effective Date: October 17, 2011

Sub-topic: **IDENTIFICATION NUMBERS** Revision Date: July 1, 2023

Section: 2.03

Each credentialed court interpreter will be assigned a unique identification number by the AOC.

COMPOSITION OF IDENTIFICATION NUMBER

Each identification number will be constructed of the digits of the year in which the interpreter is first credentialed and a numbering system beginning with the number 001 and continuing consecutively thereafter.

For example, if an interpreter was first credentialed in the year 2011 and was the first credentialed interpreter, the interpreter's identification number would be 2011-001. The second credentialed interpreter for the 2011 year would be 2011-002 and so forth. If four interpreters were credentialed in 2011, the first interpreter credentialed in the year 2012 would be numbered 2012-005.

USE OF IDENTIFICATION NUMBER

The interpreter shall also include the identification number on any correspondence, request for renewal of credentials, or request for continuing interpreter education hours.

DISCLAIMER

Assignment of an identification number to an interpreter is not an express or implied contract of employment.

Topic: **ADMINISTRATION** Effective Date: October 17, 2011

Sub-topic: **REGISTRY** Revision Date: January 31, 2018

Revision Date: July 1, 2023

Section: 2.04

The AOC, as well as each state court, will maintain an up-to-date roster of registered and certified interpreters. *See Miss. Code Ann. § 9-21-73.* The roster is posted on the AOC's official website, https://courts.ms.gov/aoc/aoc.php.

DISCLAIMER

The inclusion of the name of a registered or certified interpreter on this roster does not constitute an express or implied contract of employment. The roster is a list of individuals who are credentialed interpreters in the state of Mississippi.

Topic: **ADMINISTRATION** Effective Date: October 17, 2011

Sub-topic: **APPOINTMENTS** Revision Date: July 1, 2023

Section: 2.05

Interpreters do not receive appointments or assignments through the AOC. Instead, courts, lawyers, and other persons or entities who require the assistance of an interpreter will contact an interpreter directly using the contact information included in the roster. Interpreters shall be appointed in the following order of preference: (a) Certified court interpreter, (b) Registered court interpreter, and (c) Non-credentialed interpreter. *See Miss. Code Ann. § 9-21-80.*

DISCLAIMER

The appointment of a registered or certified interpreter does not constitute an express or implied contract of employment between the AOC and the interpreter.

Topic: **CREDENTIALING** Effective Date: October 17, 2011

Sub-topic: **CATEGORIES OF INTERPRETERS** Revision Date: January 24, 2012
June 1, 2021
July 1, 2023

Section: 3.01

NON-CREDENTIALED INTERPRETER

A **non-credentialed** interpreter is an interpreter who has not been designated as a registered or certified court interpreter by the AOC.

REGISTERED INTERPRETER

To become designated as **registered**, an interpreter must complete the credentialing requirements of attending the Ethics and Skills Building Workshop and passing the written examination as well as meeting any other requirements promulgated by the AOC or the Director.

CERTIFIED INTERPRETER

To be designated as **certified**, a *registered* interpreter must have completed the credentialing requirement of passing the oral performance examination, as outlined in this manual, and any other requirements promulgated by the AOC or the Director.

DISCLAIMER

The designation of an interpreter as registered or certified according to this manual and by the AOC is not an express or implied contract of employment.

Topic: **CREDENTIALING** Effective Date: October 17, 2011

Sub-topic: **REQUIREMENTS FOR DESIGNATION AS A REGISTERED INTERPRETER** Revision Date: January 24, 2012
January 31, 2018
June 1, 2021
July 1, 2023

Section: 3.02

Pursuant to Miss. Code Ann § 9-21-73, the Administrative Office of Courts is charged with prescribing the qualifications of interpreters who wish to serve as interpreters in Mississippi's courts. In addition the AOC may set and charge reasonable fees for credentialing. *Miss. Code Ann. § 9-21-73.*

REQUIREMENTS

In order for an interpreter to become credentialed as a registered interpreter, the interpreter must complete the following requirements:

- Attend the **Ethics and Skill-Building Workshop -** This is a two-day (14 hour) workshop approved by the AOC. The workshop introduces the prospective interpreter to the role of a court interpreter, the ethical standards of the court interpreter profession, the modes of interpretation, and an overview of legal procedure.

- The interpreter must fill out and return the **Application to Pursue Court Interpreter Certification** in Mississippi and **pay a non-refundable application fee.** Any required supporting documentation must accompany the application. The application must be on file with the AOC and payment must be made before the applicant may take the written examination.

- Take and pass the **Written Examination** - This is a criterion-referenced, multiple choice examination which includes 135 questions in English. The examination tests an interpreter's knowledge regarding the following: (a) the English language; (b) court-related terms and usage; and (c) ethics and professional conduct. Interpreters will receive more information about this examination during the two-day workshop and will automatically receive registration materials for the written examination from the AOC.
  - The interpreter is responsible for the payment of the non-refundable

registration fee for the written examination.

- ○ To pass the examination the interpreter must earn a minimum overall score of 80%.
- ○ An interpreter who does not pass the examination must wait six months before retaking it.

□ Submit to a **Criminal Background Check -** The interpreter must undergo a criminal background check. Convictions for ANY felony or a misdemeanor involving dishonesty or false statement shall disqualify a candidate from certification if such conviction is ten years old or less as provided in Mississippi Rules of Evidence 609. Convictions for any felony or misdemeanor older than ten years will be addressed on a case-by-case basis.

□ The interpreter must provide verification of **the legal right to work in the United States**. The interpreter is required to notify the AOC within three (3) business days of any status changes at any point after completion of this form. Failure to do so may result in revocation of the interpreter's credentials.

□ Execute an **Oath** that reads as follows:

"I solemnly swear or affirm that I will interpret from (state the language) into English and from English into (state the language) accurately, completely, and impartially, using my best skill and judgment in accordance with prescribed law, the Mississippi Rules on Standards for Foreign Language Court Interpreters, and the Mississippi Code of Ethics for Foreign Language Court Interpreters, and discharge all the solemn duties and obligations of legal interpretation and translation."

- ○ The interpreter must sign the oath form, have it notarized, and submit the notarized form to the AOC.
- ○ Pursuant to Miss. Code Ann. § 9-21-77, the interpreter will be required to subscribe to an additional oath prior to providing any service to a Limited English Proficient (LEP) individual.

□ **Additional Requirements** - AOC has the authority to impose additional requirements for an interpreter to earn, retain, or reinstate status as a registered interpreter.

DEADLINE FOR COMPLETION OF REQUIREMENTS

Within twelve (12) months of attending the ethics and skill-building workshop, the interpreter must pass the written examination to become a registered interpreter. If the interpreter fails to pass the written examination within the allotted amount of time, the credentialing process must begin anew after the interpreter has obtained written permission from the AOC.

DISCLAIMER

The designation of an interpreter as registered according to this manual by the AOC is not an express or implied contract of employment.

Topic: **CREDENTIALING** Effective Date: October 17, 2011

Sub-topic: **REQUIREMENTS FOR DESIGNATION AS A CERTIFIED INTERPRETER** Revision Date: June 1, 2021 July 1, 2023

Section: 3.03

OVERVIEW

Pursuant to Miss. Code Ann. § 9-21-73, the AOC is charged with prescribing the qualifications of court interpreters who wish to serve as interpreters in the state's courts. In addition the AOC may set and charge reasonable fees for interpreter certification. Miss. Code Ann. § 9-21-73.

REQUIREMENTS

To be designated as a certified interpreter, the candidate shall:

- be designated a registered court interpreter;
- have passed an approved criterion-referenced oral performance examination with a minimum score of 70% on each of the three sections; and
- complete any additional requirements imposed by the AOC. The AOC shall determine appropriate examination registration fees as well as examination eligibility requirements and penalties for unsuccessful completion of examinations. The AOC has the authority to impose additional requirements for an interpreter to earn, retain, or reinstate status as a certified interpreter.

DISCLAIMER

The designation of an interpreter as certified according to this manual by the AOC is not an express or implied contract of employment.

Topic: **CREDENTIALING** Effective Date: October 17, 2011

Sub-topic: **ORAL PERFORMANCE EXAMINATION**

Revision Date: January 31, 2018
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Section: 3.04

DESCRIPTION

The Oral Performance Examination is a criterion-referenced oral examination. The examination measures language, knowledge and fluency in both the source and target language and the ability to successfully render meaning from language to language in each of the three modes of interpreting that are required of court interpreters. The three modes of interpreting include sight translation of documents, consecutive interpreting, and simultaneous interpreting.

REGISTRATION MATERIALS

The AOC will send registration materials to all registered interpreters requesting registration materials.

FEES

The non-refundable registration fee for Mississippi residents is currently $250.00 for the first sitting, $300.00 for the second sitting, and $350.00 for the third and final sitting. The non-refundable registration fee for out-of-state residents is $300.00 each time the out-of-state resident registers for the examination.

REQUIRED COMPONENTS

The oral examination has three sections (although the description refers to Spanish, the same format is used for all languages):

(a) Sight Translation - The interpreter will be given a written document to translate orally from English into Spanish. The interpreter will then be given a second document to translate orally from Spanish into English. Each document is approximately 225 words in length. The interpreter will have a total of six minutes to complete each task. The interpreter is permitted to use a *maximum* of two of the six minutes to silently review the document.

(b) Consecutive Interpretation - This portion of the examination consists of an audiotape recording from a transcript representing witness testimony. The interpreter must interpret the testimony, acting exactly as if the interpreter was in court. This will involve interpreting

from English into Spanish (attorney's questions) and from Spanish into English (witness's responses). The interpreter will have 22 minutes to complete this task. To prepare for this section of the examination, the National Center for State Courts recommends that an interpreter practice interpreting in the consecutive mode until the interpreter is able to interpret 45 to 50 separate utterances of varying lengths (up to 950 words total) within 20-22 minutes.

(c) Simultaneous Interpretation - This portion of the examination consists of an audiotape recording of a passage based on an attorney's opening or closing statement to a judge or jury, a discussion between a judge and an attorney, or a similar proceeding. The interpreter will simultaneously interpret this material from English into Spanish. It is approximately 900 words in length and is recorded at an approximate speed of 120 words per minute. Including the instructions and preparation time, this portion of the examination takes approximately 10 minutes. The recording itself lasts approximately seven minutes.

SCORING

The entire examination takes 40-45 minutes. The interpreter's response to each part of the examination is recorded on audiotape by the proctor. The examination is then rated by interpreters who have been trained to rate oral exams under the auspices of the Consortium for Language Access in the Courts.

An interpreter must earn a minimum score of 70% on each of the three sections to pass the examination to be designated as a certified interpreter.

SITTING REQUIREMENTS

A registered interpreter must submit to the Oral Performance Examination a minimum of once every twelve months until a passing score is achieved.

The one-year requirement applies to every language in which an interpreter is credentialed.

An interpreter will only be permitted to take each version of the oral examination twice.

If an interpreter has taken each available version twice and has not passed with a minimum score of 70% per section in the manner described above, the interpreter's credentials will be revoked immediately regardless of the interpreter's credential renewal date.

If the interpreter passes the examination with a minimum score of 70% per section at any point during the first or second renewal periods, the interpreter will be designated as a certified interpreter and will not be required to take the oral examination again.

Topic: **CREDENTIALING** Effective Date: October 17, 2011

Sub-topic: **RE-SCORING OF ORAL PERFORMANCE EXAMINATION** Revision Date: June 1, 2021

Section: 3.05

Re-scoring an examination is a time consuming and costly process. **Interpreters will assume all costs associated with the re-score request.** All associated fees must be paid in advance.

Interpreters must have scored at least 59% or higher on all portions of the oral performance examination to request a re-score.

Interpreters must request the re-score within thirty (30) days of receiving their score letter.

Topic: **CREDENTIALING** Effective Date: October 17, 2011

Sub-topic: **REVOCATION** Revision Date: June 1, 2021

Section: 3.06

If the AOC revokes an interpreter's credentials at any point during the credentialing process, the interpreter must obtain written permission from the AOC before beginning the credentialing process anew as a non-credentialed interpreter.

Topic: **CONTINUING INTERPRETER EDUCATION (CIE)**

Effective Date: October 17, 2011

Sub-topic: **IN GENERAL**

Revision Date: June 1, 2021

Revision Date: July 1, 2023

Section: 4.01

Proficiency in applied interpreting skills involves the two-fold elements of a high level of mastery of two languages and specific performance skills in the modes of interpreting. Mastery of a language at the levels required for court interpreting requires reading and speaking the languages regularly in a wide variety of language contexts. Continuing interpreter education is vital in assisting interpreters in mastering the different levels of interpretation.

An interpreter is not required to earn continuing interpreter education credits until he or she is designated as a registered interpreter.

Topic: **CONTINUING INTERPRETER EDUCATION (CIE)**

Effective Date: October 17, 2011

Sub-topic: **MANDATORY HOURS**

Revision Date: June 1, 2021

Revision Date: July 1, 2023

Section: 4.02

Each credentialed interpreter must complete twelve (12) hours of approved continuing interpreter education (CIE) credits every twelve months.

A CIE credit is equal to one contact hour in the classroom. The AOC does not grant credit for time spent on lunch breaks or other types of breaks.

A minimum of six (6) hours each year must consist of non-English language or interpreting skills training.

Topic: **CONTINUING INTERPRETER EDUCATION (CIE)**

Effective Date: October 17, 2011

Sub-topic: **CARRYOVER**

Revision Date: June 1, 2021

Section: 4.03

Continuing interpreter education credits will only count toward the twelve (12) hour requirement during the period in which they are earned. Credits will not carry over from one period to the next.

Topic: **CONTINUING INTERPRETER EDUCATION (CIE)**

Effective Date: October 17, 2011

Sub-topic: **DOCUMENTATION**

Revision Date: January 31, 2018
Revision Date: June 1, 2021
Revision Date: July 1, 2023

Section: 4.04

Interpreters must provide documentation of twelve (12) hours of approved CIE credits each year.

Such documentation must include:

- Name and date of the course
- Number of hours attended
- Name of the sponsoring organization
- Number of CIE hours for which the interpreter is seeking credit.
- Number of hours of non-English or interpreting skills training
- Number of hours of general training
- Certificate or other verification of attendance

Topic: **CONTINUING INTERPRETER EDUCATION (CIE)**

Effective Date: October 17, 2011

Sub-topic: **COURSES**

Revision Date: July 1, 2023

Section: 4.05

CONTINUING INTERPRETER EDUCATION COURSES

The AOC posts pre-approved continuing interpreter education courses on its website and updates that information on a frequent basis.

If an interpreter wishes to attend a course which is not listed on this website, the interpreter must contact the AOC and receive approval BEFORE attending the course. If possible, interpreters should request approval thirty (30) days prior to the course so the AOC will have adequate time to evaluate the appropriateness of granting the requested credits.

Topic: **CONTINUING INTERPRETER EDUCATION (CIE)**

Effective Date: October 17, 2011

Sub-topic: **PRESENTATION**

Section: 4.06

An interpreter who serves as a presenter at a seminar must receive PRIOR APPROVAL from the AOC to receive continuing interpreter education credits for making the presentation. The AOC will only grant credits to a presenter if the seminar is one the AOC would have approved for continuing interpreter education credits for the attendees.

A presenter can only get credit on one occasion for making a presentation on a particular topic. For instance, if a presenter gave an identical presentation at three different conferences, the interpreter would only get credit for one conference. To receive credit for a similar, but not identical, presentation, the presenter must demonstrate that there has been a substantial change requiring a significant amount of preparation time.

If the AOC approves the presentation, it will grant two (2) credit hours for each contact hour of instruction time.

Topic: **RENEWAL OF CREDENTIALS** Effective Date: October 17, 2011

Sub-topic: **RENEWAL PERIOD** Revision Date: July 1, 2023

Section: 5.01

Mississippi's interpreters are required to renew their credentials every three (3) years. The three-year effective period begins the date of registered credentialing.

The date upon which the interpreter's credentials will expire if not renewed.

Topic: **RENEWAL OF CREDENTIALS** Effective Date: October 17, 2011

Sub-topic: **REQUIREMENTS** Revision Date: January 24, 2012
Revision Date: June 1, 2021
Revision Date: July 1, 2023

Section: 5.02

All Mississippi credentialed interpreters must complete the following requirements to ensure the renewal of their credentials:

- Submit documentation of twelve (12) hours of approved CIE credits during each year subject to the provisions of Section 4.02; and

- Submit an application for renewal along with the renewal fee every three (3) years.

Topic: **RENEWAL OF CREDENTIALS** Effective Date: October 17, 2011

Sub-topic: **REGISTERED INTERPRETERS**

Section: 5.03

In addition to meeting the general renewal requirements in Section 5.02, a registered interpreter must meet certain oral performance examination standards before the interpreter's credentials will be renewed. Registered interpreters must sit for the oral exam a minimum of once during a 12-month period from the time they became registered.

The first time an interpreter takes the oral performance examination after becoming a registered interpreter, the interpreter must take all three sections of the examination. If the interpreter does not pass the examination with a minimum score of 70% per section, the interpreter must retake those sections for which the interpreter did not receive a passing score. If, at the conclusion of the three-year renewal period, the interpreter has not passed at least one section of the examination and earned a minimum score of 60% on each of the remaining sections at some point during the renewal period, the interpreter's credentials will be revoked.

If the interpreter has not successfully passed all parts of the oral performance examination with at least 70% for each section at the end of the first three-year renewal period, the oral performance examination passing scores will not carry over to the second three-year renewal period. For example, if a registered interpreter scores 51% on one of the three sections and scores at least 70% on the remaining parts, all scores will be dropped, and the interpreter must retake all three sections of the oral performance examination.

The first time the interpreter takes the examination during the second renewal period, the interpreter will be required to take all three sections of the examination. Thereafter, the interpreter must retake those sections for which the interpreter did not receive a passing score of at least 70% per section. At the conclusion of the second renewal period, the interpreter's credentials will be revoked if the interpreter has not passed the examination with a minimum score of 70% per section during that renewal period.

If the interpreter passes the examination with a minimum score of 70% per section at any point during the first or second renewal periods, the interpreter will be designated as a certified interpreter and will not be required to take the oral examination again.

Topic: **RENEWAL OF CREDENTIALS** Effective Date: October 17, 2011

Sub-topic: **CERTIFIED INTERPRETERS**

Section: 5.04

Certified interpreters must meet the general renewal requirements outlined in Section 5.02.

Topic: **Quarterly Activity Report** Effective Date: October 17, 2011

Sub-topic: **COLLECTION OF DATA** Revision Date: January 31, 2018

Revision Date: July 1, 2023

Section: 6.01

In order for the courts of Mississippi to provide the best possible interpretive services to LEP individuals, it is vital that the AOC collect and analyze data involving interpretive services rendered in the state. It is the responsibility of the interpreter to provide clear, concise, and informative records and reports of the interpreter's activities to the AOC. The interpreter must provide a quarterly report (one report every three months) even if the interpreter performs no activities for the quarter.

Failure of an interpreter to provide quarterly reports to the AOC will result in sanctions.

Topic: **REPORTING** Effective Date: October 17, 2011

Sub-topic: **QUARTERLY ACTIVITY REPORT** Revision Date: July 1, 2023

Section: 6.02

QUARTERLY ACTIVITY REPORT

Each interpreter is required to submit the Quarterly Activity Report even if the interpreter has not engaged in any interpreting or translating activity. Each report must include:

1. The name, address, and phone number of the interpreter;
2. Personal identification number of the interpreter;
3. The date(s) of the services;
4. The language(s);
5. Summary or summaries of service(s) provided (interpretation, translation);
6. The court(s) or agency or agencies where the service was provided;
7. The name(s) and docket number(s) of the proceeding(s);
8. The name(s) of the requesting judge(s);
9. The interpreter's signature and the date the form was signed.

The Quarterly Activity Report must be received by the AOC on or before April 1st (for the quarter January-March), July 1st (for the quarter April-June), October 1st (for the quarter July-September), and January 1st (for the quarter October-December). The Quarterly Activity Report will follow the quarter in which services were rendered and which is the subject of the report.

If the interpreter did not render services for a given quarter, the appropriate notation should be made on the Quarterly Activity Report form. The form must be received by the AOC on the dates listed above regarding the quarter which is the subject of the report.

Topic: **RECIPROCITY** Effective Date: October 17, 2011

Sub-topic: **IN GENERAL**

Section: 7.01

Interpreters from the federal system and/or from other states will be offered reciprocity for purposes of interpreting in Mississippi state courts based upon standards adopted by the National Center for State Court's Consortium for Language Access in the Courts. In addition, interpreters seeking reciprocity must meet the requirements of Section 3. Interpreters with any other type of certification will be reviewed on a case-by-case basis to determine what steps the interpreters must take to be granted state court interpreter certification.

Topic: **RECIPROCITY** Effective Date: October 17, 2011

Sub-topic: **REQUIREMENTS/CONDITIONS** Revision Date: June 1, 2021

Revision Date: July 1, 2023

Section: 7.02

To be considered for reciprocity, the following requirements/conditions must be met:

- The applicant must file an "Application for Reciprocity" as well as submit a non-refundable application fee made payable to the Administrative Office of Courts in the form of a check or money order.

- The applicant must request that the state in which the applicant currently possesses credentials send the AOC proof of attendance at a two-day or fourteen (14) hour orientation, criterion-referenced written examination scores, and oral performance examination scores on state letterhead indicating whether the state is a member of the Consortium for Language Access in the Courts. Documentation of scores must be attached.

- The out-of-state credentials must be current in the issuing state or federal program at the time of the request. The out-of-state credentials may not be temporary, alternative, or conditional.

- At the discretion of the AOC, the applicant may be required to submit to an oral performance examination.

- The applicant must complete any additional requirements or forms and pay any fees set forth by the AOC.

If tentatively approved for reciprocity, the applicant must:

- successfully pass a criminal background check. Convictions for any felony or a misdemeanor involving dishonesty or false statement shall disqualify a candidate

from certification if such conviction is ten years old or less as provided in Mississippi Rules of Evidence 609. Convictions for any felony or misdemeanor older than ten years will be addressed on a case-by-case basis.

- ☐ submit a signed interpreter oath.

- ☐ provide appropriate information that shows the applicant may legally work in the United States.

Upon successful completion of the above requirements/conditions, the AOC will make the final determination as to whether the applicant will receive reciprocity.

Topic: **RESOURCES** Effective Date: October 17, 2011

Sub-topic: **WEBSITES**

Section: 8.01

ADMINISTRATIVE OFFICE OF COURTS

The AOC's website contains information that interpreters will find useful.

https://courts.ms.gov/aoc/courtinterpreter/courtinterpreter.php

NATIONAL ASSOCIATION OF JUDICIARY INTERPRETERS AND TRANSLATORS

The National Association of Judiciary Interpreters and Translators (NAJIT) mission is to promote quality services in the field of legal interpreting and translating.

http://www.najit.org/

NATIONAL CENTER FOR STATE COURTS

The Mission of the Consortium for Language Access in the Courts "is to inspire and enable its members to promote equal access to justice in courts and tribunals by eliminating language barriers for persons with limited English proficiency."

http://www.ncsc.org/languageaccess

LEP.GOV - FEDERAL GOVERNMENT WEBSITE

https://www.lep.gov/index.htm

AMERICAN TRANSLATORS ASSOCIATION

http://www.atanet.org/

Topic: **RESOURCES** Effective Date: October 17, 2011

Sub-topic: **SIMULTANEOUS INTERPRETING EQUIPMENT**

Section: 8.02

The AOC has a limited number of portable simultaneous interpreting systems available for use by interpreters during court proceedings. If an interpreter or court has need of one of these systems, the AOC will attempt to make the equipment available with sufficient notice.

The person checking out the equipment will be held responsible for returning the equipment. In the event damage occurs to the equipment, the person who checked out the equipment will be responsible for cost/replacement of the equipment.

The AOC will not compensate an interpreter for travel time, mileage, or any other expenses associated with obtaining the equipment.