

## **HOW TO BECOME AN INTERPRETER FOR THE FAIRFAX CIRCUIT COURT**

**Please note: The list for interpreters for Fairfax Circuit Court is currently closed. We will update this website when new interpreters are needed. Thank you.**

### **ANY FOREIGN LANGUAGE (other than Spanish)**

In order to fairly evaluate your qualifications for delivering interpreting services to this court, you must complete and return the attached application along with your resume and two letters of recommendation to:

Fairfax Circuit Court  
Attention: Interpreter Coordinator  
4110 Chain Bridge Road  
5th Floor, Judges Chambers  
Fairfax, VA 22030

### **SPANISH LANGUAGE**

You must be certified as a Spanish language interpreter through the Supreme Court of Virginia. Please complete the attached application and submit it along with a copy of your certificate, your resume, and two letters of recommendation to the above address. For information on how to obtain a certificate through the Supreme Court of Virginia, contact:

Supreme Court of Virginia  
Office of the Executive Secretary  
100 North Ninth Street  
Richmond, VA 23219  
(804) 786-6455

**OR**

You must be certified as a Spanish language interpreter through the federal courts. Submit the completed application, a copy of your certificate, your resume and two letters of recommendation to the above Circuit Court address.

**FAIRFAX CIRCUIT COURT**  
**APPLICATION FOR FOREIGN LANGUAGE INTERPRETER**

**PART 1:** (Please circle one: MR MS MRS MISS )

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_
4. Preferred place of contact: Home: \_\_\_\_\_ Work: \_\_\_\_\_
5. Language(s): \_\_\_\_\_

**PART 2:** (Attach additional pages if necessary)

1. What is your native language? If not English, how did you learn English?
2. If the foreign language is not your native language, how did you learn the foreign language?
3. What was the highest grade or degree you completed in school?
4. Have you spent any time in a foreign country?
5. Have you formally studied the foreign language in school or college? Extent?

6. What formal courses or training have you had in the professions of interpreting and translating?
7. What specific courses or training have you completed in legal or court interpreting and translating?
8. Have you passed any accreditation or certification exams for interpretation or translation? If so, please describe.
9. Are you a member in good standing of any professional association of interpreters or translators? If so, please identify them.
10. How often do you attend meetings, conferences, and other gatherings of professional interpreters?
11. Are you certified by any state court system or the federal court system?
12. Have you ever had your interpreting and/or translating skills evaluated?
13. If not certified, have you ever been qualified by a judge to interpret in court?
14. How many times have you interpreted in a state court? In a federal court? Describe the types of trials you have interpreted for in the past.
15. Do you know the applicable legal terms in both languages?
16. Have you ever interpreted in any non-court setting?
17. Have you ever been disqualified from interpreting in any court or administrative hearing?
18. Have you ever had any training in professional ethics for court interpreters?

19. Have you read and understood the *Code of Professional Responsibility for Foreign Language Interpreters Serving Virginia Courts*? Do you agree to abide by that code and advise the court when you cannot abide by any particular provisions of it?
20. Have you ever been disciplined for conduct that violates the code of ethics in this state or in any other state or by an association of professional interpreters or translators?
21. Have you ever been a party to a suit in this court and if so, how long ago?
22. Can you interpret simultaneously into the foreign language everything that is said in English during the case proceedings without adding, deleting, or changing the meaning of anything?
23. Can you interpret consecutively from English into the foreign language and from the foreign language into English everything that is said in the case proceedings without adding, deleting, or changing the meaning of anything?

**PART 3:** (Please attach the following)

- (A) Resume
- (B) Two letters of recommendation

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Date

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Signature of Applicant