



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA**

INTERPRETER APPLICATION AND QUESTIONNAIRE

INSTRUCTIONS

Attached is an application and questionnaire for placement on the list of bilingual interpreters for the United States Court, Middle District of Florida. Please complete this fully to assist the court in determining your ability to serve as interpreter.

When your application is completed, please return it to **United States District Court, Middle District of Florida, Orlando Division, Attn: Interpreter Application, 80 North Hughey Avenue, Suite 300, Orlando, FL 32801**. Upon receipt, your application will be reviewed and if you are found qualified, you will be placed on our list of interpreters. When an interpreter is needed, court personnel will access this list to contact an interpreter for appearance at a court hearing/trial. When possible, at least twenty-four (24) hours notice is given.

Payment for interpreter services is as follows:

CERTIFIED & PROFESSIONALLY QUALIFIED LANGUAGE SKILLED (Non-Certified)

Full Day	\$305.00	Full Day	\$145.00
Hal Day	\$165.00	Half Day	\$ 80.00
Overtime	\$ 45.00/hour or part thereof	Overtime	\$ 25.00/hour or part thereof

**Half days include any period of time up to four hours. Full days include any period of time over four hours and up to eight hours (excluding normal meal periods). Overtime hours include any period over eight hours (excluding normal meal periods).

Interpreters cannot submit two claim forms when services are performed for more than one court related agency or for more than one judge on the same day. If the combined time is under four hours, one claim should be submitted for one half day period. If the combined time is over four hours, one claim for should be submitted for one full day period. If services are performed for multiple agencies, please contact the interpreter coordinator to determine which agency should receive the claim. Claim forms can be obtained from the court agencies or a courtroom deputy.



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA

INTERPRETER APPLICATION AND QUESTIONNAIRE

(For placement on the roster of bilingual interpreters under the Court Interpreters Act)

1. **NAME** _____
ADDRESS _____
CITY/STATE/ZIP CODE _____
TELEPHONE (Home and work) _____
TAXPAYER IDENTIFICATION NUMBER _____
Or SOCIAL SECURITY NUMBER _____
2. **EDUCATION:** (all schools above elementary)

<u>Name of School</u>	<u>Address</u>	<u>Years Attended</u>	<u>Degree</u>
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3. **TRAINING:** (list language courses taken, name and location of school, dates attended, certificates awarded.)

4. **LANGUAGE APPLYING FOR AND LINGUISTIC ABILITY:**

<u>Language</u>	<u>Read</u>	<u>Write</u>	<u>Speak</u>	<u>Interpret</u>	<u>Proficiency</u>
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5. **DO YOU INTERPRET SIMULTANEOUSLY OR CONSECUTIVELY?** Circle one or both.
6. **EXPERIENCE:** (Attach an additional sheet or resume if necessary.)
 - A. Have you had prior existing employment as a conference or seminar interpreter (staff or contractual) for the Office of Language Services of the United States Department of State, for the United Nations, or for related agencies for which examinations are a condition of employment? If yes, please explain.

 - B. Are you a member in good standing of any professional interpreters associations? If yes, please list the association, years of membership and minimum requirements: _____

If your answer is yes to 6A or B, and you wish to be included on the master list of professionally qualified interpreters, you must submit a resume to the Court Administration Division, Administrative Office of the U.S. Courts, Washington, D.C. 20544 detailing education, training, experience, current telephone number, mailing address, and, when applicable, membership accreditation.

7. **AVAILABILITY:** ___ 2 Days Notice; ___ 24 Hour Notice; ___ At a Moment's Notice; ___ Other:

I certify that the above information is correct and apply for placement on the roster of bilingual interpreters from which selections will be made as needed to act as an interpreter in the United States District Court for the Middle District of Florida.

Date

Signature

PRIVACY ACT STATEMENT

Your social security number is requested under the authority of sections 6041 and 6109 of the Internal Revenue Code. If you earn more than \$600.00 in compensation as an interpreter, the court must inform the Internal Revenue Service using your social security number, and it is helpful to get your number now. Failure to disclose your social security number may delay your receipt of compensation from the court and may subject you to backup withholding.

(Rev. 3/00)