



## Minnesota Judicial Branch Policy/Procedures

<b>Policy Source:</b>	State Court Administrator
<b>Policy Number:</b>	513(c)
<b>Category:</b>	Court Operations
<b>Title:</b>	Court Interpreter Roster
<b>Origination Date:</b>	October 21, 2014
<b>Effective Date:</b>	October 21, 2014
<b>Contact:</b>	Director, Court Services Division

### Court Interpreter Roster

#### I. POLICY STATEMENT

Judicial Council Policy 513 establishes the Court Interpreter Program and designates under Minn. Gen. R. Prac. 8, that the State Court Administrator administers the Court Interpreter Program to provide accurate interpretation of court proceedings so non-English speakers and those disabled in communication are afforded equal access to justice. This policy provides procedures for the Statewide Roster of Court Interpreters and certification exam testing practices required under Minn. Gen. R. Prac. 8.

#### II. APPLICABILITY

Court Interpreter Program procedures apply to all court interpreters providing interpreting services during hearings and trials in the Minnesota District Court system.

#### III. DEFINITIONS

**“Statewide Roster of Court Interpreters”** refers to the roster maintained and published by the State Court Administrator. The roster identifies interpreters by language, qualification level and provides contact information.

**“Spoken Language Certification Oral Exam”** refers to testing instruments developed and maintained by the Language Access Services Section of the National Center for State Courts and made available to state courts. The full exam includes sight translation (two portions), consecutive interpreting and simultaneous interpreting.

**“National Center for State Courts Written Test”** refers to the test developed and maintained by the Language Access Services Section of the National Center for State Courts. The multiple choice test can be administered in sections: questions 1 – 75 test basic knowledge of the English language and questions 76 – 135 test knowledge of the legal process, terms, and ethics applicable to the role of the court interpreter.

## **IV. ROSTER REQUIREMENTS**

### **A. Roster Eligibility**

Minn. Gen. R. Prac. 8.01 requires interpreters complete the following to be on the Statewide Roster of Court Interpreters:

1. Achieve a passing score on the Written English Proficiency Test provided by the National Center for State Courts (NCSC),
2. Successfully complete the New Interpreter Orientation class as defined by the Program Coordinator,
3. Achieve a passing score on the Ethics and Legal Terminology portion of the NCSC Written Test, and
4. File a written affidavit with the State Court Administrator's Office agreeing to comply with the Code of Professional Responsibility for Interpreters in the Minnesota State Court System.

Non- Certified interpreters on the roster on the effective date of this policy have one year to meet requirements 1 and 3 to retain active status on the roster.

### **B. Spoken Language Certification Exam**

Minn. Gen. R. Prac. 8.05 provides that examinations for legal interpreting competency shall be administered at such times and places as the Coordinator may designate.

For spoken language oral examinations, Minnesota uses court interpreter certification testing materials and protocols provided by the National Center for State Courts, Language Access Services. Interpreters must complete all of the following steps to achieve certification status on the statewide roster of court interpreters in spoken language:

1. Meet all requirements to be on the statewide roster as defined in part IV.A.
2. Candidates must initially take the test in all three modes on the same day or within the same testing period.
3. Candidates must pass all three modes of the exam (Simultaneous, Consecutive, and Sight Translation) with a score of at least 70 percent in each section.
4. Candidates may retain passing score(s) achieved on each mode for up to 12 months and retest only in the mode(s) they did not previously pass.
5. Candidates must wait at least 10 months before retesting.

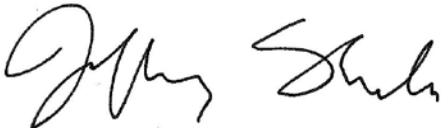
6. Candidates must pay testing fees established by the State Court Administrator.
7. Candidates must prove to the Program Coordinator they are at least 18-years-old and have good character and fitness as evidenced by a background check.

**V. RELATED DOCUMENTS**

- A. Minn. Gen. R. Prac. 8
- B. Judicial Council Policy 513, Court Interpreter Program
- C. State Court Administrator's Policy 513(b), Use of Remote Interpreter Services
- D. State Court Administrator's Policy 513(a), Court Interpreter Payment Policy
- E. The Code of Professional Responsibility for Interpreters in the Minnesota Court System

**VI. REVISION HISTORY**

None

<p>Approval:</p>  <hr/> <p>Jeffrey Shorba, State Court Administrator</p> <p><u>October 21, 2014</u> Date</p>
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