

**STATE OF DELAWARE
ADMINISTRATIVE OFFICE OF THE COURT
COURT INTERPRETER PROGRAM**

**2025 Orientation Seminar Announcement and Registration Form
Announcement Section**

All court interpreter candidates for all foreign languages must complete an orientation session conducted by the Delaware Administrative Office of the Courts as the first step in the credentialing and registration process to become certified court interpreters in the State of Delaware.

The Administrative Office of the Courts will offer a one-day orientation session:

WHEN:
Wednesday, February 5, 2025
9:00 a.m. – 4:00 p.m.

WHERE:
KENT COUNTY
Kent County Courthouse
414 Federal St, Dover, DE 19901, United States
Room # 273 (Mortgage Mediation)

Registration Deadline: Friday, January 24, 2025

The fee for the Orientation is \$65 for Delaware residents and \$120 for out-of-state candidates who reside within 100 miles round trip of any Delaware Courthouse.

This orientation will include the following topics:

- ◆ *Skills required to become an interpreter*
- ◆ *The role of the court interpreter*
- ◆ *Modes of interpretation*
- ◆ *A day in the life of a court interpreter*
- ◆ *The Delaware courts*
- ◆ *Testing – written and oral exams*

Important- Please read below

- Candidates must attend the entire Orientation.
- Registrations will not be refunded or postponed if you fail to appear for the orientation, you arrive late, or cancel your registration after the deadline of 5:00 PM January 24, 2025. The exception to this policy is if you are feeling sick at any time before the orientation and need to cancel.
- If you experience COVID-19 symptoms or experience another medical reason that would prevent you from participating in this event, you will be given the opportunity to register for an alternative date (to be determined) or request a refund of your registration fee if one was received.
- Court interpreter seminar and exam procedures were modified to comply with the Judicial Emergency issued March 15, 2020 to slow the spread of COVID-19. Please read all announcements carefully and visit our Response to COVID-19 web page before visiting a courthouse, at <https://courts.delaware.gov/aoc/covid-19.aspx>
- Spots to attend the Orientation Seminars are limited. Please register early.
- If you have any questions, please contact the Coordinator via email at jennifer.figueira@delaware.gov

Please keep this page for your records.

If you have questions about the program or what is required to work as a court interpreter, please contact the coordinator at jennifer.figueira@delaware.gov

**STATE OF DELAWARE
ADMINISTRATIVE OFFICE OF THE COURTS
COURT INTERPRETER PROGRAM**

2025 ORIENTATION SEMINAR— KENT COUNTY

Registration Section

Date: Wednesday, February 5, 2025

Place: Kent County Courthouse

414 Federal St, Dover, DE 19901, United States

Room # 273 (Mortgage Mediation)

If you wish to enroll in this court interpreter orientation seminar, please complete the registration form and mail it with your payment by 5:00 PM Friday, January 24, 2025, to the address below.

Please complete all the fields and return the registration form with payment by the deadline.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day: _____ Evening: _____

Email address: _____

Foreign Language(s) - Please list: _____

Interpreter for Deaf/Hard of Hearing

PLEASE ADVISE IF ANY SPECIAL ACCOMMODATIONS ARE NECESSARY _____

Method of Payment Enclosed: Check Money Order

Make check or money order payable to the State of Delaware and please write your name on the check or money order. Preference will be given to Delaware residents. All others will be admitted on a first come first serve basis for spaces remaining, if any.

\$65.00-- Delaware resident \$120.00-- Out-of-state resident

Do not send cash. We cannot accept cash under any circumstance.

Please read both pages (announcement and registration form) carefully and mail the registration section along with payment by 5:00 PM Friday, January 24, 2025, to:

**Administrative Office of the Courts
405 N. King St., Suite 507
Wilmington, DE 19801
Attention Jennifer/Debbie**