

**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:**  
**Monday, February 3, 2025**  
9:00 a.m. – 4:00 p.m.

**WHERE:**  
**NEW CASTLE COUNTY**  
Leonard L. Williams Justice Center

**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](mailto: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](mailto:jennifer.figueira@delaware.gov)

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

2025 ORIENTATION SEMINAR— **NEW CASTLE COUNTY**

Registration Section

**Date: Monday, February 3, 2025  
Place: Leonard L. Williams Justice Center  
500 N. King St. Wilmington, DE 19801**

*If you wish to enroll in this court interpreter orientation seminar, please complete the registration form and mail 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**