

Directory of Contacts for Interpreting Services

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Introduction

The aim of this directory is to facilitate communication (1) among the primary court managers who oversee the administration of interpreting services; (2) between those court managers and freelance contract interpreters; and (3) between the court-going public and those managers.

- Court managers who contract freelance contract interpreters often need to reach peers who do the same work in other vicinages. This will help them solve immediate problems and learn from the experience of colleagues around the state.
- Freelance contract interpreters who are registered with the Administrative Office of the Courts need to know the managers they should contact regarding assignments if they have questions, concerns, or cancellations. The list also makes clear who the primary manager is for coordinating freelance contract interpreters in each county and, in some cases, specific operating units within a county.
- The public, which has occasion to come to court and need the assistance of interpreters, sometimes needs to know whom to contact to obtain information about services or apprise the court of a future need for interpreting assistance. All local questions should be directed to members of the Committee of Vicinage Coordinators of Interpreting Services (VCIS) or other persons designated as a backup to the VCIS.

The directory is organized according to vicinages. When a vicinage includes two or three counties, the counties are listed alphabetically within the vicinage.

This document includes the following persons:

1. Conference of Operations Managers/ATCAs (these individuals are the executives responsible for the general oversight of court interpreting services);
2. VCIS: Vicinage Coordinators of Interpreting Services (these persons have been designated by the ATCA / Operations Manager for daily responsibility for coordinating interpreting services and are members of the Committee of Vicinage Coordinators of Interpreting Services);
3. Alternates and backups to a VCIS; and
4. All staff interpreters employed in Superior Court.

Note on Understanding the Directory

Complete information is provided for communicating with each person in as many modes as may be available: via telephone, regular mail, e-mail or fax. When a particular listing includes anything less than all of the information (i.e., address, telephone number, and fax number), that means that all other information is the same as for the previously listed person from that county or office.

When freelance contract interpreters have questions about particular assignments, they should routinely contact the representative of the court who contacted them, if possible. If that person is not available, then they should contact either the VCIS or the VCIS's backup.

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