



California Court Interpreter Complaint Form & Instructions

If you have a complaint regarding a violation of ethical standards or other alleged acts of misconduct by a California certified or registered court interpreter, you may request the Judicial Council of California's Court Interpreters Program to review your complaint by completing this California Court Interpreter Complaint Form.

This form is available online at the California Courts website on the Court Interpreters Program Complaint Form page at: <http://www.courts.ca.gov/42807.htm>.

You may also submit a complaint by emailing the completed form and any supporting documents to: credreview@jud.ca.gov or print and mail your form and documents to:

Judicial Council of California
Court Interpreters Program
455 Golden Gate Avenue
San Francisco, CA 94102-3688

Please note: Requests for a court interpreter credential review received 90 days after the date of the alleged misconduct may be rejected as untimely.

Language Services:

If you need translation or interpreter services to communicate with us, please indicate what you need and in what language on the California Court Interpreter Complaint form. Please note: Translation services to process your complaint may delay our communications with you.

Before Proceeding:

Read the *California Court Interpreter Credential Review Procedures* for information about the standards for the review of a court interpreter's credential. (See Section C: *Grounds for Sanctions on Interpreter Credentials*.) The procedures are available at:

https://www.courts.ca.gov/documents/CIP_CRProcedures.pdf

Form Instructions:

- If any of the requested information on the form does not apply, write N/A or Not Applicable.
- Make copies of your forms and documents to send to the Judicial Council. Keep your originals.
- Documents you submit become the property of the Judicial Council's Court Interpreters Program.



Section I. Contact Information

- Provide your contact information, including your full name; address; zip code; email address (if you have one); and telephone number(s).
- Let us know your primary language so we may communicate with you appropriately.

Section II. Information About the Court Interpreter

- Provide the full name and badge number (if available) of the interpreter you are filing a complaint about.

Section III. Information About the Incident

- Tell us the date and time of the incident, and the name and address of the court or other location where the allegation of misconduct took place.
- If the incident occurred during a court hearing, provide the court case number, if available.

Section IV. What Happened?

- Tell us in as much detail as possible what happened, including:
 - In your own words, in the space provided, describe what the interpreter did or failed to do.
 - Describe why you believe the interpreter's actions may call for a review of the interpreter's credential/license.
 - If there were witnesses, provide their names and contact information.
 - Attach any documents that will help with an investigation if one is warranted.

Section V. Date and Signature

- Date and sign the form. (Unsigned forms will be rejected.)

After you turn in your California Court Interpreter Complaint Form:

Court Interpreter Program staff will review your request and **within 45 days of receipt** will notify you in writing as to the determination made regarding your request, and if further action will be taken. You may be asked to provide more information.



California Court Interpreter Complaint Form

Section I. Contact Information

Name of Complainant: _____
First Middle Last

If you are filling out this form as a representative of another person making the complaint, mark this box:

Your Name: _____

If you are representing a California state court or other entity (state or federal agency or business), provide the name of the court or entity you are representing:

Street Address: _____

City, State, Zip Code: _____

Email address: _____

Primary telephone numbers: Home: _____ Cell: _____

Your primary language: _____

Do you need us to communicate with you in your primary language? Yes No

Section II. Information About the Court Interpreter

Interpreter's name: _____

Interpreter's badge number (if known): _____



Section III. Information About the Incident

Date of the incident: _____

Time of the incident: _____

Where did the incident take place? _____

Street Address (if known): _____

City, State, Zip Code: _____

Did the interpreter's conduct happen as part of your court case? Yes No

If yes, what is your court case number (if known): _____

Section IV. What Happened?

In your own words and in as much detail as you can, describe the conduct of the interpreter that requires a review of the interpreter's credential/license under the conditions described in the *California Court Interpreter Credential Review Procedures* available at:

https://www.courts.ca.gov/documents/CIP_CRProcedures.pdf

If you need more space, attach a sheet of paper and check this box:



Were there any witnesses to the incident? Yes No

If yes, please list their names and any contact information you may have. If you need more space, attach a sheet of paper and check this box:

Witness Name: _____ Telephone number: _____

Other contact information (e.g., email, address, etc.): _____

Witness Name: _____ Telephone number: _____

Other contact information (e.g., email, address, etc.): _____

Please attach any documents or other evidence you have to support your request and list what they are. If you need more space, attach a sheet of paper and check this box:

1. _____

2. _____

3. _____

Section V. Date and Signature

I declare under penalty of perjury, under the laws of the State of California that the information I provided is true and correct to the best of my knowledge and belief.

Date: _____

Print Name

Sign Name



Do Not Fill Out — For Trial Courts ONLY:

The Superior Court of California, County of _____;

1. The interpreter who is subject to this complaint is a court employee independent contractor.
2. We concluded the investigation into the allegations contained in this request for review on _____.
3. We did not investigate the allegations in this complaint and request that the Judicial Council conduct a review of the complaint.

Court Representative Making Referral to the Judicial Council:

Name: _____

Title: _____

Telephone Number: _____

Email: _____

Street Address: _____

City, State, Zip Code: _____