



ADMINISTRATIVE OFFICE OF THE COURTS
Court Programs and Management Services Division
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January 16, 2007

Memorandum

To; AOC Registered Foreign Language Interpreters

From: Sandy C. Pearce, Administrator

Subj: New Policies and Procedures Related to AOC Foreign Language Interpreters

During the 2006 legislative session, the General Assembly authorized the Administrative Office of the Courts (AOC) to adopt mandatory policies and procedures for the appointment and payment of foreign language interpreters (G.S. 7A-314(f) and G.S. 7A-343(9b)). These policies and procedures are to be applied uniformly throughout the General Court of Justice. So, the appointment and payment of foreign language interpreters must be in accordance with the following guidelines promulgated by the AOC. Interpreters for the deaf are not covered under these new policies.

Requirement to Register

As of September 21, 2006 the Director of the Administrative Office of the Courts requires court interpreters to register with AOC in order to be paid for interpreting services. All of the information on the registration form must be completed before an interpreter is successfully registered. Payment for interpreting will not be authorized until after the registration process is successfully completed. You may access the registration form at the following Web address: <http://www.nccourts.org/Citizens/CPrograms/Foreign/Interpreters/Default.asp>

Requirement to Contract with the AOC

Effective February 1, 2007 judges will no longer appoint foreign language interpreters or authorize a payment rate. The AOC will contract directly with foreign language interpreters and will set the payment rate. Enclosed in this mailing is a contract for individual foreign language interpreters to sign. This contract applies to individuals only and can not be signed on behalf of an interpreter company.

Foreign language interpreters must return a signed contract to the AOC in order to be paid by the AOC for interpreting services. The contract should be mailed to:

Vicki Fels
N. C. Administrative Office of the Courts
P. O. Box 2448
Raleigh, N. C. 27602

The contract authorizes a pay rate based on a classification level. The classification levels are based on proficiencies documented by attendance at required classes and scores on written and oral tests. The pay rate may be amended by the AOC as interpreters gain higher proficiencies.

The contract includes details on payment rates for actual hours of interpreting and mileage rates for required travel. Interpreters must initial each item in Section H (Ethics) and sign page 9 of the contract.

Any questions or concerns regarding the individual contractor's classification level, and/or payment rate must be addressed in writing to the address above. Information will not be discussed by phone because of confidentiality. Questions or concerns will be addressed and a written response will be issued.

Submission of Invoice for Hours Worked

As of February 1, 2007 district court judges will no longer use G107 forms for foreign language interpreters; superior court judges will continue to use the form. Enclosed in this mailing are Invoice for Hours Worked form and a Daily Log and instructions. Feel free to make copies of the form. It will be posted to the AOC Web site. These forms should be submitted monthly for payment to:

Jazel Henning, Interpreter Payments
Administrative Office of the Courts
Financial Services
P. O. Box 2448
Raleigh, N. C. 27602

Future Classes and Certification Testing

Early in 2007, the AOC will develop a schedule of Ethics training classes, Skills training classes for those who will sit for the State Certification examination, and the State Certification examination. You should check the AOC Web site regularly for details.

Contacts

Stephanie Scarce is no longer working for the AOC. In the interim before her position is filled, you may contact the following people:
Policies and Procedures – Sandy Pearce, Administrator of the Division, (919) 789-3624
Registry, General Information – Vicki Fels (919) 420-7933 or Barbara Inabinett (919) 571-4129
Payment Issues, Financial Information – Jazel Henning, Accounting Specialist, (919) 789-3680