

BUDGET REVIEW COMMITTEE

Councilor Judy W. Thomas- Chairperson



Mayor Pro Tem R. Gary Allen

Councilors: Jerry “Pops” Barnes, Tyson Begly, Joanne Cogle,
Charmaine Crabb, Glenn Davis, R. Walker Garrett,
Bruce Huff and Toyia Tucker

May 9, 2023 / 12:00 PM /
Council Chambers
C. E. “Red” McDaniel City Services Center - Second Floor
3111 Citizens Way, Columbus, Georgia 31906

CALL TO ORDER - Chairperson Judy W. Thomas, Presiding

A G E N D A

PRESENTATIONS

1. Clerk of Superior Court - Danielle Forte, Superior Court Clerk
- [2.](#) Clerk of Council - Sandra Davis, Clerk of Council
3. District Attorney's Office - Stacey Jackson, District Attorney
- [4.](#) Superior Court Judges - Arthur Smith, Chief Superior Court Judge
5. Public Defender's Office - Moffett Flournoy/Steve Craft, Chief Public Defender/Asst Chief Public Defender
- [6.](#) Recorder's Court - David Raineri, Chief Recorder's Court Judge

The City of Columbus strives to provide accessibility to individuals with disabilities and who require certain accommodations in order to allow them to observe and/or participate in this meeting. If assistance is needed regarding the accessibility of the meeting or the facilities, individuals may contact the Mayor's Commission for Persons with Disabilities at 706-653-4492 promptly to allow the City Government to make reasonable accommodations for those persons.

File Attachments for Item:

2. Clerk of Council - Sandra Davis, Clerk of Council

CLERK OF COUNCIL'S OFFICE

Sandra Davis
Clerk of Council

ORGANIZATIONAL STRUCTURE OF CLERK OF COUNCIL'S OFFICE

Clerk of Council – Full-Time

Deputy Clerk of Council – Full-Time

Deputy Clerk Pro Tem – Part-Time

Administrative Support Specialist II – Full-Time

Support Clerk – Part-Time

CLERK OF COUNCIL'S STAFF

Full-Time – 3 Employees

Part-Time – 2 Employees

STAFF REQUEST

- To change the Support Clerk Position from a Part-Time to a Full-Time Position
- The Support Clerk is the lowest paid personnel

REASONS FOR THE REQUEST

- A need for another full-time administrative support personnel to assist with the needs of the office
- Transfer older hand-written documents into an electronic format
- Assist with producing records for more transparency and accessibility

REASONS FOR THE REQUEST

- Continuous updating of cemetery records and data entry of ownership transfer and verification of ownership
- Increased request for research of records before 1970

Justification Summary

The Clerk's Office continues its quest to be efficient, technologically advanced and supporting transparency by providing more information on the website for public accessibility and maximizing productivity by the availability of an appropriate level of support staff.

BUDGET REQUEST

Support Clerk – Grade 111

- Part-Time / Hourly \$14.40
- Full-Time / Hourly \$15.00

BUDGET REQUEST

Support Clerk – Grade 111

- Annual Salary - \$18,720 Part-Time
- Annual Salary - \$31,200 Full-Time

DIFFERENCE OF \$12,480

Quote for the day

“The power for creating a better future is contained in the present moment.” — Eckhart Tolle

Thank you!



File Attachments for Item:

4. Superior Court Judges - Arthur Smith, Chief Superior Court Judge



ARTHUR L. SMITH, III
CHIEF JUDGE OF SUPERIOR COURTS

GOVERNMENT CENTER
P.O. BOX 1340
COLUMBUS, GEORGIA 31902-1340

TELEPHONE
706/225-4273
FACSIMILE
706/225-4569

May 4, 2023

Honorable B. H. "Skip" Henderson, III
City Manager Isaiah Hughley
Finance Director Angelica Alexander

Via email and hand delivery

Re: Court Administrator Compensation

The compensation for our Court Administrator, Mr. Ed Berry, is funded currently from three sources. As such, he plays three important roles, of which court administrator is one. Based on the Evergreen Study, attached, a court administrator should be compensated approximately \$76,000.00 per year year, for those duties.

Currently Mr. Berry is compensated \$10,000 from the City of Columbus. His other compensation comes from his role as Director of the Office of Dispute Resolution for the Circuit, and as coordinator of the Legitimation Station program with funds coming from the office of crime prevention.

Mr. Berry is a college graduate and in addition obtained his law degree from Mercer University. He is a member in good standing of the State Bar of Georgia. His education and years of experience as a practicing attorney who ran a law firm, much like running a small business, have equipped him with the skill sets necessary for his current role.

A day will come when Mr. Berry retires, and we will be in the market for a replacement. In line with the Evergreen Study, the City of Columbus would be faced with a salary in the \$76,000.00 range for a candidate without a law degree.

If we were successful in recruiting a member of the State Bar with administrative experience, we would likely need to offer a salary in the \$100,000.00 range, to start. We respectfully reiterate the need to adjust the City funded portion of Mr. Berry's salary, upward. We believe and continue to believe that a \$25,000 salary increase is appropriate, but if that is not possible, we ask the City to provide a meaningful increase this year.

Sincerely,

Judge Arthur L. Smith, III
Chief Judge of Superior Courts
Chattahoochee Judicial Circuit

ALS,III/lb

Cc: Mr. Ed Berry, Esq.
Superior Court Judges

LAST	FIRST	EMP ID	CLASS DATE	CLASS YEARS	GRA DE	DEPARTMENT	DEP T #	UNIT	UNIT #
BERRY	EDWARD	0000024080	42370	6.8 G18	Superior Court	500 Chief Judge - Superior Court			1000
BOSTIC	KATHY	0000010912	40940	10.7 G21	Superior Court	500 Judge Gottfried			2195
CALDWELL	STEPHANIE	0000104207	44410	1.2 G20	Superior Court	500 Chief Judge - Superior Court			1000
CAVANAUGH	ERIC	0000002593	40940	10.7 G21	Superior Court	500 Chief Judge - Superior Court			1000
DAVIS	BRIANNA	0000102086	43977	2.3 G16	Superior Court	500 Judge Gottfried			2195
GRAY	COURTNEY	0000021500	41120	10.2 G21	Superior Court	500 Judge Mullins			2150
LITTLE	PEGGY	0000010137	40940	10.7 G21	Superior Court	500 Judge Smith			2170
MCDONALD	CYNTHIA	0000104264	44438	1.1 G20	Superior Court	500 Judge Mullins			2150
RUSSELL	MICHAEL	0000015353	40940	10.7 G21	Superior Court	500 Judge Peters			2180
RUSSELL	INNA	0000025988	43150	4.6 G21	Superior Court	500 Judge Land			2190

CLASS TITLE	MIN	MID	MAX	F L S A	Annual	FTE
DRUG COURT COORDINATOR	\$ 43,023.41	\$ 55,062.62	\$ 67,101.82	E	\$ 9,999.86	0.5 0
OFFICIAL COURT REPORTER	\$ 54,537.60	\$ 69,798.83	\$ 85,060.05	E	\$ 71,207.24	1 0
LAW CLERK W/JURIS	\$ 49,408.38	\$ 63,234.29	\$ 77,060.20	E	\$ 50,396.58	1 0
OFFICIAL COURT REPORTER	\$ 54,537.60	\$ 69,798.83	\$ 85,060.05	E	\$ 71,207.24	1 0
CASE MANAGER JUVENILE DRUG CRT	\$ 40,551.76	\$ 51,899.33	\$ 63,246.91	E	\$ 38,924.08	0.25 0
OFFICIAL COURT REPORTER	\$ 54,537.60	\$ 69,798.83	\$ 85,060.05	E	\$ 57,017.48	1 0
OFFICIAL COURT REPORTER	\$ 54,537.60	\$ 69,798.83	\$ 85,060.05	E	\$ 71,207.24	1 0
LAW CLERK W/JURIS	\$ 47,027.60	\$ 60,187.30	\$ 73,347.01	E	\$ 50,396.58	1 0
OFFICIAL COURT REPORTER	\$ 54,537.60	\$ 69,798.83	\$ 85,060.05	E	\$ 71,207.24	1 0
OFFICIAL COURT REPORTER	\$ 54,537.60	\$ 69,798.83	\$ 85,060.05	E	\$ 57,017.74	1 0

Recommended Classification	Recommended Grad	Recommended Minimum	Change	Recommended Midpoint	Change	Recommended Maximum	Change	Assessment Year
Judicial Court Coordinator/Assistant	122	\$ 47,103.02	\$	0.09	\$ 60,040.28	9%	\$ 72,977.54	9% 6
OFFICIAL COURT REPORTER	126	\$ 58,905.48	\$	0.08	\$ 75,084.38	8%	\$ 91,263.29	7% 9
LAW CLERK W/JURIS	124	\$ 52,425.67	\$	0.06	\$ 66,824.84	6%	\$ 81,224.00	5% 1
OFFICIAL COURT REPORTER	126	\$ 58,905.48	\$	0.08	\$ 75,084.38	8%	\$ 91,263.29	7% 9
CASE MANAGER	120	\$ 42,723.83	\$	0.05	\$ 54,458.31	5%	\$ 66,192.78	5% 1
OFFICIAL COURT REPORTER	126	\$ 58,905.48	\$	0.08	\$ 75,084.38	8%	\$ 91,263.29	7% 9
OFFICIAL COURT REPORTER	126	\$ 58,905.48	\$	0.08	\$ 75,084.38	8%	\$ 91,263.29	7% 9
LAW CLERK W/JURIS	124	\$ 52,425.67	\$	0.11	\$ 66,824.84	11%	\$ 81,224.00	11% 1
OFFICIAL COURT REPORTER	126	\$ 58,905.48	\$	0.08	\$ 75,084.38	8%	\$ 91,263.29	7% 9
OFFICIAL COURT REPORTER	126	\$ 58,905.48	\$	0.08	\$ 75,084.38	8%	\$ 91,263.29	7% 9

Recommended Salary	Cost	% Adjustment
\$ 23,551.51	\$ 13,551.65	136%
\$ 71,875.88	\$ 668.64	1%
\$ 53,479.42	\$ 3,082.84	6%
\$ 71,875.88	\$ 668.64	1%
#N/A	-	#N/A
\$ 69,071.31	\$ 12,053.83	21%
\$ 71,875.88	\$ 668.64	1%
\$ 53,479.42	\$ 3,082.84	6%
\$ 71,875.88	\$ 668.64	1%
\$ 62,529.35	\$ 5,511.61	10%



ARTHUR L. SMITH, III
CHIEF JUDGE OF SUPERIOR COURTS

GOVERNMENT CENTER
P.O. BOX 1340
COLUMBUS, GEORGIA 31902-1340

TELEPHONE
706/225-4273
FACSIMILE
706/225-4569

May 4, 2023

Councilor Jerry "Pop" Barnes
Councilor Glenn Davis
Councilor Bruce Huff
Councilor Toyia Tucker
Councilor Charmain Crabb
Councilor Gary Allen
Councilor JoAnne Cogle
Councilor Walker Garrett
Councilor Judy Thomas
Councilor Tyson Begly

Via email and hand delivery

Re: Superior Court Judges – FY2024 – Budget Requests and Executive Summary

In preparation for the Superior Court Judges' presentation before Council on May 9, 2023, at 1:00 p.m., please find the following listed items, for review.

- Executive Summary
- Exhibits for Objects: 6311, 6622, 6632, and Capital Outlay
- Court Administrator Compensation correspondence, with attachment
- Director of Accountability Courts correspondence, with attachment

We thank you for your review of the attached requests for consideration and approval. The remainder of the proposed budget presented by Mayor Henderson for each Superior Court Judge is satisfactory and we certainly thank the City of Columbus for same. Please reach out to myself, or any of my fellow Judges, with any questions.

Sincerely,

Judge Arthur L. Smith, III
Chief Judge of Superior Courts
Chattahoochee Judicial Circuit

ALS,III/lb

Cc: Superior Court Judges
Mr. Ed Berry, Esq.

EXECUTIVE SUMMARY

6311 – PROFESSIONAL SERVICES (INTERPRETER COSTS)

Currently: \$2,000.00

Mayor Proposed: \$2,000.00

Reality: \$10,000.00

***See Supreme Court Rule dated July 3, 2012, establishing the Georgia Commission on Interpreters for ALL criminal and civil proceedings.

6319 – CONTRACTUAL SERVICES

1000 – Chief Judge Smith

Currently: \$19,500.00

Mayor Proposed: \$22,500.00

Required: \$39,000.00 (\$15,000.00 for assigned Court Reporter and \$24,000.00 for RRP Court Reporter)

*The remaining Judges 6319 are correct at \$15,000.00.

6622 – MOBILE PHONES

1000 – Mayor Proposed: \$4,680.00 (same as FY23) / Recurring Year Expense: \$3,731.76

2150 – Mayor Proposed: \$2,234.00 (same as FY23) / Recurring Year Expense: \$1,371.72

2160 – Mayor Proposed: \$2,568.00 (same as FY23) / Recurring Year Expense: \$1,451.16

2170 – Mayor Proposed: \$0.00 (same as FY23) / Recurring Year Expense: \$1,879.68

2180 – Mayor Proposed: \$3,264.00 (same as FY23) / Recurring Year Expense: \$3,405.48

2190 – Mayor Proposed: \$2,796.00 (same as FY23) / Recurring Year Expense: \$2,827.20

2195 – Mayor Proposed: \$1,656.00 (same as FY23) / Recurring Year Expense: \$2,087.40

*The proposed funds should be equal to the recurring yearly costs.

6625 – POSTAGE

Currently/Mayor Proposed: \$366.00 (2190) / \$1,000.00 (1000) / \$500 .00 (All Others) (same as FY23)

Reality: \$1,000.00 (for all)6632 – COPIER CHARGES

1000 – Mayor Proposed: \$1,000.00 (same as FY23) / Required: \$2,023.80

2150 – Mayor Proposed: \$500.00 (same as FY23) / Required: \$726.72

2160 – Mayor Proposed: \$500.00 (same as FY23) / Required: \$1,492.80

2170 – Mayor Proposed: \$500.00 (same as FY23) / Required: \$726.72

2180 – Mayor Proposed: \$1,500.00 (same as FY23) / Required: \$798.72

2190 – Mayor Proposed: \$1,560.00 (same as FY23) / Required: \$1,160.76

2195 – Mayor Proposed: \$500.00 (same as FY23) / Required: \$726.72

*The proposed funds should be equal to the calculations for the required yearly leases. The above does NOT include copy count estimations (which can be shown more fully on separate exhibit).

6711 – OFFICE SUPPLIES

Mayor Proposed: All Same as FY23

Reality: \$8,000.00, for all seven (7) Superior Court Judges, due to rising cost on all supplies.CAPITAL OUTLAY

Currently: \$0.00

Mayor Proposed: \$0.00

Reality: \$35,000.00 - \$5,000.00 for each Judge for new Court Reporter Writer machines. Five (5) machines are 11 years old (purchased 9/18/2012), one (1) machine was purchased used in 01/2014, and one (1) machine was built 2016, and purchased used in 2020. Should any of these machines have battery failure, there is no longer a way to purchase a new battery – they no longer make them. The Court Reporter writer machines are on extremely borrowed time and will be “dead in the water” with any battery failure – putting a complete stop on Court.

6311 – PROFESSIONAL SERVICES

***INTERPRETER COSTS**

Exhibit – Supreme Court Rule dated July 3, 2012, establishing the Georgia Commission on Interpreters for ALL criminal and civil matters.

Georgia Commission on Interpreters



Our Mission

The mission of the Commission on Interpreters is to provide interpreter licensing, regulatory and education services for Georgia Courts so they can ensure the rights of non-English speaking persons.

The Georgia Commission on Interpreters (Commission) was created by Supreme Court order in 2003 to secure the rights of non-English speaking persons utilizing the state court system by establishing a statewide plan for the use of interpreters in Georgia courts during the presentation of civil or criminal matters. The Commission was charged with approving court interpreter programs, developing the criteria for the training and certification of interpreters, and establishing standards of conduct.

One of the responsibilities of the Commission is to provide access to competent professional interpreters to ensure understanding and participation for all non-English speaking persons involved in the court process. The Commission does this by providing an on-line registry of licensed interpreters which assists the public and members of the Bench and Bar in locating qualified court interpreters throughout the state.

The Georgia Commission on Interpreters is a 20-member Commission comprised of judges, lawyers, academia, legislators, and interpreters. The Commission meets quarterly to conduct business.

SUPREME COURT OF GEORGIA

Atlanta July 3, 2012

The Honorable Supreme Court met pursuant to adjournment.

The following order was passed:

It is hereby ordered that the Rules applicable to the Use of Interpreters For Non-English Speaking Persons be amended to add the use of interpreters for hearing impaired persons, effective July 3, 2012, as follows:

USE OF INTERPRETERS FOR NON-ENGLISH SPEAKING AND HEARING IMPAIRED PERSONS

INTRODUCTION

Pursuant to the inherent powers of the Court and the Georgia Constitution of 1983, and in order to secure the rights of non-English speaking and hearing impaired persons, this Court now promulgates the following rules to establish a statewide plan for the use of interpreters by the Courts of Georgia.

I. DEFINITIONS

(A) "Hearing impaired person" means any person whose hearing is totally impaired or whose hearing is so seriously impaired as to prohibit the person from understanding oral communications when spoken in a normal conversational tone.

(B) "Non-English Speaker" means any party or witness who cannot readily understand or communicate in spoken English and who consequently cannot equally participate in or benefit from the proceedings unless an interpreter is available to assist him or her. The fact that a person for whom English is a second language knows some English should not prohibit that individual from being allowed to have an interpreter.

(C) "Interpreter" means any person certified as an interpreter by the Georgia Commission on Interpreters; any person on the conditionally approved interpreters' list; any person on the registered interpreters' list; or any person authorized by a court to translate or interpret oral or written communication in a foreign language during court proceedings.

(D) "Court Proceedings" means a proceeding before any court of this State or a Grand Jury hearing.

Commentary: Courts should make a diligent effort to appoint a Certified interpreter. If a Certified interpreter is unavailable, a Conditionally Approved interpreter or a Registered interpreter is to be given preference. There will be occasions when it is necessary to utilize a telephonic language service or a less qualified interpreter. Faced with a need, where no interpreter is available locally, courts should weigh the need for immediacy in conducting a hearing against the potential compromise of due process, or the potential of substantive injustice, if interpreting is inadequate. Unless immediacy is a primary concern, some delay might be more appropriate than the use of a telephonic language service.

II. CENTRAL ORGANIZATION

There is hereby created the Georgia Commission on Interpreters:

(A) The Georgia Commission on Interpreters will consist of: the current Chief Justice of the Georgia Supreme Court or the Chief Justice's designee, a judge of the Court of Appeals, a Superior Court Judge, a State Court Judge, a Juvenile Court Judge, a Probate Court Judge, a Magistrate Court Judge, a Municipal Court Judge, a designee of the State Bar of Georgia, one member from the Georgia General Assembly, four members of the State Bar of Georgia, and three non-lawyer public members. All members of the Commission shall be appointed by the Georgia Supreme Court. The chair of the Commission shall be designated by the Georgia Supreme Court.

(B) The first Commission will be appointed to serve terms as follows: the first term for three members will be one year, the first term for three members will be two years, the first term for four members will be three years, the first term for three members will be four years, and the first term for three members will be five years. Thereafter, the term for Commission members will be five years. A Commission member shall not succeed himself or herself, except that Commission members originally appointed to a term of two years or less would be eligible for reappointment to one additional five-year term. If the status of a Commission member chosen to represent a particular category changes during his or her term, the member will continue to serve out his or her term.

(C) Members of the Commission shall receive no compensation for their services but shall be entitled to reimbursement for expenses and mileage for travel in connection with Commission business.

(D) The Commission is charged as follows:

1. To administer a statewide comprehensive interpreter program;
2. To oversee the development and ensure the quality of all interpreters;
3. To approve court interpreter programs;
4. To develop guidelines for interpreter programs;
5. To designate languages for which certification programs shall be established;
6. To develop criteria for training and certification of interpreters;
7. To establish standards of conduct for interpreters.

(E) The responsibilities of the Georgia Commission on Interpreters will include the following:

1. To serve as a resource for interpreter education and research;
2. To provide technical assistance to new and existing interpreter programs;
3. To develop the capability of providing training to interpreters in courts throughout the state;
4. To implement the Commission's policies regarding qualifications of interpreters and quality of programs; 3
5. To register interpreters and remove interpreters from the registry if necessary;
6. To collect statistics from interpreter programs in order to monitor the effectiveness of various programs throughout the state.

III. CERTIFICATION PROGRAMS

The Commission shall establish programs for the purpose of certifying interpreters. The Commission shall have the authority to establish the requirements and procedures for interpreter certification. Fees for certification will be established by the Georgia Commission on Interpreters and interpreters seeking certification shall be required to pay the fee established by said Commission.

IV. DISCIPLINE

(A) Suspension or Revocation of Certification

Certified, Conditionally Approved, or Registered status issued by the Georgia Commission on Interpreters may be suspended or revoked for any of the following reasons:

1. Conviction of a felony or a misdemeanor involving moral turpitude, dishonesty, or false statements;
2. Fraud, dishonesty, or corruption which is related to the functions and duties of a court interpreter;
3. Continued false or deceptive advertising after receipt of notification to discontinue;
4. Knowingly and willfully disclosing confidential or privileged information obtained while serving in an official capacity;
5. Gross incompetence or unprofessional or unethical conduct;
6. Failing to appear as scheduled without good cause;
7. Noncompliance with any existing continuing education requirements;
8. Nonpayment of any required renewal fees; or
9. Violation of the Code of Professional Responsibility for Court Interpreters.

Commentary: The appropriateness of disciplinary action and the degree of discipline to be imposed should depend upon factors such as the seriousness of the violation, the intent of the interpreter, whether there is a pattern of improper activity, and the effect of the improper activity on others or on the judicial system.

(B) Disciplinary Process

1. The Commission on Interpreters shall have the authority to set forth separate disciplinary procedures not inconsistent with this Rule.
2. There shall be a standard form on which all complaints shall be filed.
3. There shall be two panels comprised of five Commission members each called the "Probable Cause Panel" and the "Disciplinary Hearing Panel." The Probable Cause Panel shall make a preliminary review of all complaints to determine facial sufficiency and probable cause before any investigation or presentation to the Disciplinary Hearing Panel.
4. Once probable cause has been found upon a complaint, it shall go to the Disciplinary Hearing Panel for appropriate disposition. The interpreter is permitted to be represented by counsel at his or her own expense.
5. The interpreter has the right to appeal any final disciplinary decision, but any appeal is limited to a review of procedure only.
6. The Commission and their agents shall keep all proceedings herein confidential until such 4 time as the decision becomes final. At such time, the decision shall become public but the investigation, dismissal for lack of probable cause, and the evidence and record of proceedings before the Commission shall remain forever confidential. Dismissal for facial insufficiency shall be disclosed at the request of the interpreter.
7. The Supreme Court of Georgia recognizes the actions of the Commission, the Administrative Office of the Courts, the Special Masters, the above-described Panels, and the staff to the Commission to be within its judicial and regulatory functions, and being regulatory and judicial in nature they are entitled to judicial immunity.

V. COMPENSATION OF INTERPRETERS

There shall be no uniform, state-wide compensation system at this time. Local courts will have the responsibility for developing and testing a variety of approaches to compensation consistent with guidelines that may be established by the Commission and by statute. The Commission shall evaluate the approaches to compensation developed by the local courts and determine the need for a statewide flexible compensation system for foreign language interpreters. Subject to Supreme Court approval, the Commission shall implement such a system. The compensation for sign language interpreters shall be governed by the Official Code of Georgia.

Commentary: Although the contribution of volunteers to interpreter programs throughout the country is inestimable, the Georgia Supreme Court believes that the comprehensive system of statewide interpreter services envisioned by these rules cannot be handled entirely by unpaid volunteers. This court is convinced that in order to build and maintain a statewide system of interpreter services of the extent and quality desired, there must be mechanisms for compensating interpreters at appropriate levels. This court also believes that the Georgia interpreter program will require a combination of volunteers, salaried in-house interpreters, and free market interpreters in order to meet the highly varied demands and circumstances of courts in urban, rural, and suburban areas.

VI. OATH, CONFIDENTIALITY, AND PUBLIC COMMENT

(A) Minimum standards required to become a licensed court interpreter:

1. 18 years of age;
2. Good moral character; and
3. Legal U.S. resident

(B) Prior to becoming Certified, Conditionally Approved, or Registered and prior to providing any service to a non-English speaking or hearing impaired person, the interpreter shall subscribe to an oath that he or she shall interpret all communications in an accurate manner to the best of his or her skill and knowledge. By signing the oath form, interpreters acknowledge that they meet the minimum standard outlined above and agree to abide by the Oath and the Code of Professional Responsibility for Interpreters.

(C) The oath shall conform substantially to the following form:

INTERPRETER'S OATH

Do you solemnly swear or affirm that you will faithfully interpret from (state the language) into English and from English into (state the language) the proceedings before this Court in an accurate manner to the best of your skill and knowledge?

(D) Interpreters shall not voluntarily disclose any admission or communication that is declared to be confidential or privileged under state law. Out-of-court disclosures made by a non-English speaker or hearing impaired person communicating through an interpreter shall be treated by the interpreter as confidential and/or privileged unless the court orders the interpreter to disclose such communications or the non-English speaker or hearing impaired person waives such confidentiality or privilege.

(E) Interpreters shall not publicly discuss, report, or offer an opinion concerning a matter in which they are engaged, even when that information is not privileged or required by law to be confidential.

(F) Prior to service, every interpreter serving in the courts of the State of Georgia shall agree in writing to comply with the Code of Professional Responsibility for Interpreters.

(G) The presence of an interpreter shall not affect the privileged nature of any discussion.

VII. RECORD OF INTERPRETER TESTIMONY

(A) The following rules shall apply solely to foreign language interpreters.

1. Where a Certified interpreter is used, no record shall generally be made of the non-English testimonial statements. Where a challenge is made to the accuracy of a translation, the court shall first determine whether the interpreter is able to communicate accurately with and translate information to and from the non-English speaking person. If it is determined that the interpreter cannot perform these functions, arrangements for another interpreter should be made, unless testimony that is cumulative, irrelevant, or immaterial is involved. Where the court determines that the interpreter has the ability to communicate effectively with the non-English speaker, the court shall resolve the issue of the contested translation and the record to be made of the contested testimony in its discretion. Any transcript prepared shall consist only of the English language spoken in court.

2. In criminal cases, whenever a Certified interpreter is not utilized, the court shall make an audio or audio-visual recording of any testimony given in a language other than English. This includes any colloquies between the court and any non-English speaking persons, statements or testimony made to the court given by a non-English speaking person, as well as all translations provided by the interpreter of such proceedings. This recording shall become part of the record of the proceeding. There is no requirement to record any translation for a non-English speaking defendant of other proceedings where the defendant does not directly participate, such as the translation of testimony of an English speaking witness when the defendant is represented by counsel. Nor shall a record be made of private conversations between defendant and counsel.

3. In civil cases, whenever a Certified interpreter is not utilized and a party was denied the right to use an interpreter of his or her own choosing, the court shall make an audio or audio-visual recording of any testimony given in a language other than English. This includes any colloquies between the court and any non-English speaking persons, statements or testimony made to the court given by a non-English speaking person, as well as all translations provided by the interpreter in the proceedings. This recording shall become part of the record of the proceeding. There is no requirement to record the translation for a non-English speaking party of other proceedings where the party does not directly participate, such as the translation of testimony of an English speaking witness when the party is represented by counsel. Nor shall a record be made of private conversations between parties and counsel.

4. In all cases where an audio or audio-visual recording is not required, the court shall have the discretion to authorize the making of such a recording.

(B) The testimony of a hearing impaired person may be recorded as provided for in the Official Code of Georgia. A-1

APPENDIX A

UNIFORM RULE FOR INTERPRETER PROGRAMS

I. Rule for Sign Language Interpreters: Sign language interpreters shall be governed by the Official Code of Georgia.

II. Rule for Foreign Language Interpreters: The following rules apply to all criminal and civil proceedings in Georgia where there are non-English speaking persons in need of interpreters. See also *Ling v. State*, 288 Ga. 299 (702 SE2d 881) (2010). All other court-managed functions, including information counters, intake or filing offices, cashiers, records rooms, sheriff's offices, probation and parole offices, alternative dispute resolution programs, *pro se* clinics, criminal diversion programs, anger management classes, detention facilities, and other similar offices, operations and programs, shall comply with Title VI of the Civil Rights Act of 1964.

(A) An interpreter is needed and an interpreter shall be appointed when the decision maker, which would include the judge, magistrate, special master, commissioner, hearing officer, arbitrator, neutral, or mediator, determines, after an examination of a party or witness, that: (1) the party cannot understand and speak English well enough to participate fully in the proceedings and to assist counsel; or (2) the witness cannot speak English so as to be understood directly by counsel, the decision maker, and/or the jury.

(B) The decision maker should examine a party or witness on the record to determine whether an interpreter is needed if: (1) a party or counsel requests such an examination; or (2) it appears to the decision maker that the party or witness may not understand and speak English well enough to participate fully in the proceedings, or (3) if the party or witness requests an interpreter. The fact that a person for whom English is a second language knows some English should not prohibit that individual from being allowed to have an interpreter.

(C) To determine if an interpreter is needed the decision maker should normally include questions on the following:

1. Identification (for example: name, address, birth date, age, place of birth);
2. Active vocabulary in vernacular English (for example: "How did you come to the proceeding today?", "What kind of work do you do?", "Where did you go to school?", "What was the highest grade you completed?", "Describe what you see in the room", "What have you eaten today?"). Questions should be phrased to avoid "yes or no" replies;
3. The criminal or civil proceedings (for example: the nature of the charge or the type of proceeding, the purpose of the proceedings and function of the decision maker, the rights of a party or criminal defendant, and the responsibilities of a witness).

(D) After the examination, the decision maker should state its conclusion on the record, and the file in the case should be clearly marked and data entered electronically when appropriate by personnel to ensure that an interpreter will be present when needed in any subsequent proceeding.

(E) For good cause, the decision maker should authorize a pre-appearance interview between the interpreter and the party or witness. Good cause exists if the interpreter needs clarification on any interpreting issues, including but not limited to: colloquialisms, culturalisms, dialects, idioms, linguistic capabilities and traits, regionalisms, register, slang, A-2 speech patterns, or technical terms.

(F) When a Certified, Conditionally Approved, or Registered interpreter is not being used, the decision maker or the decision maker's designee should give instructions to interpreters, either orally or in writing, that substantially conform to the following:

1. Do not discuss the pending proceedings with a party or witness, outside of professional employment in the same case.
2. Do not disclose communications between counsel and client.
3. Do not give legal advice to a party or witness. Refer legal questions to the attorney or to the decision maker.
4. Inform the decision maker if you are unable to interpret a word, expression, special terminology, or dialect, or have doubts about your linguistic expertise or ability to perform adequately in a particular case.
5. Interpret all words, including slang, vulgarisms, and epithets, to convey the intended meaning.
6. Use the first person when interpreting statements made in the first person. (For example, a statement or question should not be introduced with the words, "He says . . .")
7. Direct all inquiries or problems to the decision maker and not to the witness or counsel. If necessary you may request permission to approach the decision maker with counsel to discuss a problem.
8. Position yourself near the witness or party without blocking the view of the decision maker, jury, or counsel.
9. Inform the decision maker if you become fatigued during the proceedings.
10. When interpreting for a party at counsel table, speak loudly enough to be heard by the party or counsel but not so loudly as to interfere with the proceedings.
11. Interpret everything including objections.
12. If the decision maker finds good cause under section (E), hold a pre-appearance interview with the party or witness to become familiar with speech patterns and linguistic traits and to determine what technical or special terms may be used. Counsel may be present at the pre-appearance interview.
13. During the pre-appearance interview with a non-English speaking witness, give the witness the following instructions on the procedure to be followed when the witness is testifying:

(a) The witness must speak in a loud, clear voice so that each participant in the entire proceeding and not just the interpreter can hear.

(b) The witness must direct all responses to the person asking the question, not to the interpreter.

(c) The witness must direct all questions to counsel, or to the decision maker, and not to the interpreter. The witness may not seek advice from or engage in any discussion with the interpreter.

(d) During the pre-appearance interview with a non-English speaking party, give the following instructions on the procedure to be used when the non-English speaking party is not testifying:

(i) The interpreter will interpret all statements made in the proceeding; (ii) The party must direct any questions to counsel; (iii) The interpreter will interpret all questions to counsel and the responses; and (iv) The party may not seek advice from or engage in discussion with the interpreter. *A-3 Commentary: A model written form for performing this procedure may be obtained from the Georgia Commission on Interpreters. It is recommended that when a non-professional interpreter is used that the decision maker personally verify a basic understanding of the interpreter's role on the record.*

(G) The decision maker or the decision maker's designee should give the following instructions to counsel, either orally or in writing:

1. When examining a non-English speaking witness, direct all questions to the witness and not to the interpreter. (For example, do not say to the interpreter, "Ask him if . . .");
2. If there is a disagreement with the interpretation, direct any objection to the decision maker and not to the interpreter. Ask permission to approach the decision maker to discuss the problem;
3. If you have a question regarding the qualifications of the interpreter, you may request permission to conduct a supplemental examination on the interpreter's qualifications.

III. Criminal Cases: Foreign language interpreters.

(A) Each non-English speaking party will be provided with an interpreter at each critical stage of the proceedings at no cost.

(B) A non-English speaking person may waive the right to the use of an interpreter. Such a waiver shall be in writing and approved by the decision maker. The decision maker shall determine, on the record, that the right to an interpreter has been waived knowingly and voluntarily and that the person has been assisted by the services of the most available interpreter. Additionally, counsel may waive the presence of an interpreter in bond hearings.

(C) An interpreter shall be provided at no cost to any non-English speaking person whenever the non-English speaking person is a party, or has been subpoenaed, or summoned or has otherwise been compelled to appear in a proceeding. Consultations with legal counsel, guardians, court psychologists, probation officers, doctors, or other individuals who are employed, paid, or supervised by the courts shall comply with Title VI of the Civil Rights Act of 1964.

IV. Civil Cases: Foreign language interpreters.

(A) Upon request, each non-English speaking party shall be provided with a list of the interpreters who have been approved for providing services within that particular legal proceeding.

(B) Each non-English speaking party shall have the right to an interpreter at each critical stage of the proceedings at no cost to the non-English speaking person. Consultations with legal counsel, guardians, court psychologists, probation officers, doctors, or other individuals who are employed, paid, or supervised by the courts shall comply with Title VI of the Civil Rights Act of 1964. Advance notice of the use of an interpreter shall be provided to all parties and to the decision maker.

V. Juvenile Case: Foreign language interpreters. A-4 (A) Each non-English speaking person in any juvenile proceeding (including children, parents of a minor child offender, and parents or guardians of minor victims of crime) or whose parental rights to full custody of any minor child are challenged by any governmental unit or agency such as DFCS, shall be provided with an interpreter at no cost during each critical stage of the proceedings.

(B) The decision maker shall provide a qualified interpreter to any non-English speaking person whenever such person's rights to full custody of any minor child are challenged for allegedly causing a child to be dependent, deprived, or delinquent in violation of the Georgia Juvenile Court Code of 1971, as amended, and the rules established by this Court.

(C) Consultations with legal counsel, child advocates, guardians, court psychologists, probation officers, doctors, or other individuals who are employed, paid, or supervised by the courts shall comply with Title VI of the Civil Rights Act of 1964.

(D) A non-English speaking person may waive the right to the use of an interpreter. Such a waiver shall be in writing and approved by the decision maker. The decision maker shall determine, on the record, that the right to an interpreter has been waived knowingly and voluntarily and that the person has been assisted by the services of the most available interpreter. In no event shall the failure to request an interpreter be deemed to be a waiver.

VI. Replacement of Interpreter: Foreign language interpreter. Upon a request by the non-English speaking person, by his or her counsel, or by any other officer of the proceeding, the decision maker shall determine whether the interpreter so provided is able to communicate accurately with and translate information to and from the non-English speaking person. If it is determined that the interpreter cannot perform these functions, the non-English speaking person shall be provided with another interpreter.

VII. Interpreter's Fees and Expenses: Foreign language interpreters.

(A) Any interpreter providing service under this rule shall be compensated as directed by the local court or appropriate governing body.

(B) The expenses of providing an interpreter in any legal proceeding will be borne by the local court or appropriate governing body. B-1

APPENDIX B

POWERS AND DUTIES OF THE GEORGIA COMMISSION ON INTERPRETERS; REQUIREMENT FOR CERTIFICATION, CONDITIONAL APPROVAL, REGISTRATION, AND TRAINING OF INTERPRETERS

I. The Georgia Commission on Interpreters shall administer the training and discipline of courtroom interpreters and provide regulations that:

- (A) Shall mandate classroom training for interpreters as necessary.
- (B) Shall designate the languages for which interpreting skill can be tested and certified.
- (C) Shall result in certification under a multi-state program for simultaneous, consecutive, and sight-reading interpretation.

II. The roster of foreign language interpreters shall contain the following designations:

(A) A “Certified Interpreter List” shall be comprised of individuals competent in court interpretation as demonstrated by successful completion of an oral and written examination demonstrating competence in interpreting as provided for by the Georgia Commission on Interpreters and the completion of required continuing education providing familiarity with the Georgia court system and the roles and responsibilities of interpreters within that system. In lieu of the examination, the Commission may recognize federal certification or certification of states participating in the national Consortium for State Court Interpreter Certification; or

(B) A “Conditionally Approved Interpreter List” shall be comprised of individuals appearing competent in court interpretation that have completed mandatory classroom training and passed a written examination demonstrating familiarity with the Georgia court system and the roles and responsibilities of interpreters within that system. Also, such individuals must have achieved a sufficient score on an oral examination as determined by the Georgia Commission on Interpreters. It is intended that a court will choose an interpreter from this category only if a Certified Interpreter is not available; or

(C) A “Registered Interpreter List” shall be comprised of individuals appearing competent in court interpretation that have completed mandatory classroom training and passed a written examination demonstrating familiarity with the Georgia court system and the roles and responsibilities of interpreters within that system. This list will only include those interpreters interpreting a language for which no oral examination is given. Qualification tests for this list may also test language and interpretation skills. It is intended that a court will choose an interpreter from this category only if a Certified Interpreter or Conditionally Approved Interpreter is not available.

III. The roster of sign language interpreters shall contain the following designations:

Court qualified interpreters or qualified interpreters as defined in the Official Code of Georgia. To be recognized as a court qualified interpreter or qualified interpreter in Georgia, an interpreter must hold a current certification from the Registry of Interpreters for the Deaf. B-2

IV. The Commission is authorized to maintain other classification and resource lists as it deems necessary.

V. The Commission shall have the authority to set expiration dates for any qualification category, to establish fees, tests, and other requirements, including continuing education requirements, for any qualification category.

VI. The Georgia Commission on Interpreters is dedicated to the principle that interpreters serving in court programs should be of the highest possible caliber in training and experience. All interpreters serving in Georgia programs should be of good moral character. The Commission is authorized to enact reasonable regulations to ensure these ends.

VII. The Commission is authorized to pass regulations governing the procedure in disciplining interpreters, including revocation of any qualification status.

VIII. All other persons interpreting court proceedings shall be required to comply with the standards for interpreting of the Georgia Commission on Interpreters to the best of their ability. It is intended that such persons be selected by the court for interpretation only where no Certified, Conditionally Approved, or Registered interpreters are available. C-1

APPENDIX C

CODE OF PROFESSIONAL RESPONSIBILITY FOR INTERPRETERS

Preamble

The Georgia Supreme Court adopted the Rules on the Use of Interpreters for Non-English Speaking and Hearing Impaired Persons and created the Georgia Supreme Court Commission on Interpreters at the recommendation of the Supreme Court Commission on Equality. The Commission on Interpreters was charged to recruit, register, certify, license, and govern the work and conduct of language interpreters in the courts of Georgia in order to assure that persons of limited English proficiency as well as hearing impaired persons be provided due process, equal access and meaningful participation in all court proceedings and court support services; that the constitutional rights of criminal defendants to assistance of language interpreters be safeguarded; and, that the efficiency, quality and uniformity of court proceedings as assisted by interpreters be encouraged and preserved. This Code of Professional Responsibility is to be interpreted in accordance with these purposes.

The following enumerated standards of ethical conduct to be observed by language interpreters in the courts of Georgia contain authoritative principles and directives to assist the judiciary, officers of the court, language interpreters, agencies and organizations administering, delivering, or supervising interpreting services to the courts and the public. These rules are applicable to all persons interpreting in the courts except for standards XV through XVIII which do not apply to uncompensated interpreters. Commentaries are intended to provide contextual guidance. Proceedings concerning violations of the enumerated standards shall be brought as provided for by general law, the regulations of the Commission on Interpreters, and the within standards.

Standards

Interpreters shall:

- I. Act strictly in the interest of the court during proceedings before the court and with fidelity to the non-English or hearing impaired speaker for whom they are interpreting.
- II. Reflect proper court decorum and act with dignity and respect to the officials and staff of the court.
- III. Avoid professional or personal conduct which could discredit the court.
- IV. Work unobtrusively so that attention is focused on the parties rather than the interpreter.
- V. Accurately state their qualifications as a court interpreter.
- VI. Interpret accurately and faithfully without indicating any personal bias. In doing so, interpreters shall:
 - A. Preserve the level of language used and the ambiguities and nuances of the speaker without editing.

B. Request clarification of ambiguous statements or unfamiliar vocabulary from the judge or counsel.

C. Refrain from expressing personal opinion in a matter before the court.

D. Promptly notify the court of any error in their interpretation.

Commentary: Parties to litigation have a constitutional right to test the testimony of non-English speaking or hearing impaired witnesses, just as they test the testimony of an English speaking witness. In the courtroom, the judge or jury must evaluate the fairness of the questioning and the understanding of the witness, not the interpreter. Outside of the testimonial setting, for instance in witness interviews, probation interviews, or mediation, the interpreter C-2 may play a more active role in clarifying misunderstandings between the participants. Further, in such settings, requests for clarifications should be directed at the participants, rather than being referred to the judge.

The obligation to preserve accuracy includes the interpreter's duty to correct any error of interpretation discovered by the interpreter during the proceeding. Interpreters should demonstrate their professionalism by objectively analyzing any challenge to their performance.

In civil cases, the courts must sometimes rely on community service groups, friends, acquaintances, and relatives of the non-English or hearing impaired speaker to interpret or translate during court proceedings. Even interpreters whose participation is uncompensated must understand they take an oath to faithfully interpret impartially in the courtroom setting without interference as a participant, and that the evaluation of the questions and answers must be left to the finder of fact (the judge or jury).

Example: If a questioner in courtroom testimony asks a question that assumes incorrect facts (such as where certain streets intersect), it would be highly improper for the interpreter to interject his or her own knowledge of the correct information. In contrast, if a probation officer in an intake interview, for instance, makes a mistake in giving directions as to how to get to a court-related office, it would be helpful, rather than improper, for the interpreter to point out the supposed error to the parties to the conversation.

VII. Maintain impartiality by avoiding undue contact with witnesses, attorneys, interested parties, and jurors before, during and until the case is concluded.

VIII. Disclose to the court and parties any prior involvement with a case, private involvement with the parties or with others significantly involved in the case.

Commentary: It is not improper for an interpreter retained by one side in litigation for witness or client interviews to also interpret testimony in the courtroom. Whether such a dual role is to be permitted in a particular case is for the presiding judge to determine. It would be highly improper, however, for the interpreter to fulfill such multiple roles without disclosure to all parties and the court.

IX. Never take advantage of knowledge obtained in the performance of official duties, for the interpreter's own or another's personal gain.

X. Protect the confidentiality of all privileged and other confidential information pertaining to court cases.

A. Interpreters shall not voluntarily disclose any admission or communication that is declared to be confidential or privileged under state law. Out-of-court disclosures made by a non-English or hearing impaired speaker communicating through an interpreter shall be treated by the interpreter as confidential and/or privileged unless the court orders the interpreter to disclose such communications, or the non-English or hearing impaired speaker waives such confidentiality or privilege.

B. Interpreters shall not publicly discuss, report, or offer an opinion concerning a matter in which they are engaged, even when that information is not privileged or required by law to be confidential.

C. Prior to service, every interpreter serving in the courts of the State of Georgia shall agree in writing to comply with the Code of Professional Responsibility for Interpreters.

D. The presence of an interpreter shall not affect the privileged nature of any discussion. C-3 *Commentary: Confidentiality does not extend to a situation in which there are threats of imminent violence, the interpreter is a witness to criminal acts, or to information relating to a crime committed during the course of the proceedings or the interpreter's employment where the information concerning such crime does not derive from attorney-client conversations. Such information should be disclosed to a judge who is not involved in the proceeding for advice in regard to the potential conflict in professional responsibility; however, if the information was acquired during attorney-client conversations, the information should be discussed with the attorney participant. Confidentiality does not extend to disclosures to a client's attorney, so that an interpreter may freely discuss issues of client misconduct with the client's attorney. Confidentiality does not extend to the fact or dates of employment as an interpreter. Also, if a disciplinary complaint or lawsuit arising out of interpretation services is filed against an interpreter, the interpreter may testify about relevant communications.*

When an interpreter is called upon to testify in court, the interpreter should request a ruling by the court upon the propriety of testimony on confidential matter. Furthermore, if the testimony concerns a conversation between attorney and client, the interpreter should request a ruling as to whether the conversation is covered by attorney-client privilege.

XI. Inform the presiding judge should the interpreter feel harassed or intimidated by an officer of the court.

XII. Immediately report to the court any solicitations or efforts by another to induce or encourage the interpreter to violate any law, standard, or any part of this Code of Professional Responsibility.

XIII. Accept no money, gift or other benefit in excess of the compensation for the performance of interpretation duties.

XIV. Not give any kind of legal advice whether solicited or not. In all instances, the non-English or hearing impaired speaker shall be referred to the judge or counsel.

Commentary: The interpreter is subject to the same constraints against giving legal advice as other non-lawyer court personnel. In addition, interpreters need to be mindful of the dependence of the non-English speaking or hearing impaired person on their services; therefore, any erroneous information provided by an interpreter is unlikely to be questioned or corrected. Accordingly, interpreters need to be particularly cautious even in the non-legal information they provide. Interpreters regularly appearing in a given courtroom may seek and rely upon guidance from the presiding judge on how informational inquiries should be handled. If an attorney is called upon to interpret, his or her conduct is governed by the "Georgia Rules of Professional Conduct" for attorneys, but an attorney acting as an interpreter shall at all times act in conformity with section II. (F) of Appendix A of the "Supreme Court Rules on the Use of Interpreters for Non-English Speaking and Hearing Impaired Persons."

XV. Never act as an individual referral service for any attorney. If asked by a non-English or hearing impaired speaker to refer the speaker to an attorney, an interpreter shall direct such individual to the local bar association or to the indigent defense office. Further, no interpreter may receive any compensation or benefit, direct or indirect, for referral to an attorney.

XVI. Continually improve their skills and knowledge through such activities as professional training and education.

XVII. Refuse any assignment for which they are not qualified or under conditions which substantially impair their effectiveness.

XVIII. Be permitted to advertise, but interpreters and interpreting services shall not engage in untruthful or misleading representations. In particular, interpreters and services shall never claim that they will guarantee a specific result; interpreters and services shall not claim an ability to provide legal advice, services, or referrals; all statements as to qualifications must be accurate.

Commentary: Rules XV-XVIII are directed to interpreters for compensation, rather than unpaid, volunteer interpreters, such as acquaintances, family, and community service volunteers.

XIX. Be required to be of good moral character, and if seeking certification, registration, or listing with the Commission on Interpreters, must comply with any regulations of the Commission adopted to ensure good character; and, must cooperate with background investigation, including criminal background checks.

XX. Agree to be bound by this Code. Violations of this Code may result in the interpreter's removal from the interpreter registry maintained by the Commission on Interpreters, and willful violation may also result in other appropriate sanctions.

GEORGIA COMMISSION ON INTERPRETERS

INSTRUCTIONS FOR USE OF NON-LICENSED INTERPRETERS

In *Ramos v. Terry*, 279 Ga. 889 (2005), the Georgia Supreme Court held it to be an abuse of discretion to appoint someone to serve as an interpreter who is neither certified nor registered as an interpreter without ensuring that the person appointed is qualified to serve as an interpreter, without apprising the appointee of the role s/he is to play, without verifying the appointee's understanding of the role, and without having the appointee agree in writing to comply with the interpreters' code of professional responsibility.

Therefore, after a diligent search for a certified and/or registered interpreter has been made but one is not available, the court or the court's designee should give the following instructions to interpreters in accordance with the Uniform Rule for Interpreter Programs, Appendix "A" I (F) of the Order of the Supreme Court of Georgia issued January 13, 2003. It is recommended that when a non-professional interpreter is used that the court personally verifies a basic understanding of the interpreter's role on the record.

1. Do not discuss the pending proceedings with a party or witness, outside of professional employment in the same case.
2. Do not disclose communications between counsel and client.
3. Do not give legal advice to a party or witness. Refer legal questions to the attorney or to the court.
4. Inform the court if you are unable to interpret a word, expression, special terminology, or dialect, or have doubts about your linguistic expertise or ability to perform adequately in a particular case.

5. Interpret all words, including slang, vulgarisms, and epithets, to convey the intended meaning.
6. Use the first person when interpreting statements made in the first person. (For example, a statement or question should not be introduced with the words, "He says . . .")
7. Direct all inquiries or problems to the court and not to the witness or counsel. If necessary you may request permission to approach the bench with counsel to discuss a problem.
8. Position yourself near the witness or party without blocking the view of the judge, jury, or counsel.
9. Inform the court if you become fatigued during the proceedings.
10. When interpreting for a party at counsel table, speak loudly enough to be heard by the party or counsel but not so loudly as to interfere with the proceedings.
11. Interpret everything including objections.
12. If the court finds good cause under section (E), hold a pre-appearance interview with the party or witness to become familiar with speech patterns and linguistic traits and to determine what technical or special terms may be used. Counsel may be present at the preappearance interview.
13. During the pre-appearance interview with a non-English speaking witness, give the witness the following instructions on the procedure to be followed when the witness is testifying:

- (a) The witness must speak in a loud, clear voice so that the entire court and not just the interpreter can hear.
- (b) The witness must direct all responses to the person asking the question, not to the interpreter.
- (c) The witness must direct all questions to counsel or to the court and not to the interpreter. The witness may not seek advice from or engage in any discussion with the interpreter.
- (d) During the pre-appearance interview with a non-English speaking party, give the following instructions on the procedure to be used when the non-English speaking party is not testifying: (i) The interpreter will interpret all statements made in open court. (ii) The party must direct any questions to counsel. The interpreter will interpret all questions to counsel and the responses. The party may not seek advice from or engage in discussion with the interpreter.

The Interpreter's Oath:

Do you solemnly swear or affirm that you will faithfully interpret from (state the language) into English and from English into (state the language) the proceedings before this court in an accurate manner to the best of your skill and knowledge?

By signing and dating this form, the undersigned indicates that (1) the non-professional interpreter has a basic understanding of the interpreter's role in court proceedings, (2) that the interpreter's oath was administered as required by the Georgia Commission on Interpreters, and (3) the interpreter agrees to comply with the Code of Professional Responsibility for Interpreters as found in Uniform Rule for Interpreter Programs, Appendix "C".

Court or Court's Designee Signature

Date

Court or Court's Designee Printed Name

Interpreter's Signature

Date

Interpreter's Printed Name

Georgia Certification

An interpreter in the courts of Georgia is considered to be a professional, guided and governed by ethical standards promulgated by the Supreme Court Commission on Interpreters. An Oath is taken by each interpreter prior to any proceeding that he or she shall interpret communications in an accurate manner to the best of the interpreter's skill and ability.

Georgia has three court interpreter licensing designations, Certified, Conditionally Approved and Registered. Please refer to our Licensure Requirements for more information on each classification. Bilingual individuals who are interested in providing interpretation in Georgia's court system should possess the following competencies:

Knowledge

- Knowledge of the legal system, civil and criminal procedures, and other court practices
- Knowledge of legal terminology in both English and the target language
- Knowledge of interpreter techniques
- Knowledge of ethical and professional standards for court interpreters

Skills

- Native-like fluency of English and foreign language including grammar, slang, and idioms
- Command of interpreter techniques and modes of interpretation
- Short-term memory skills to store significant units of information
- Comprehensive note-taking skills

Ability

- Ability to speak with proper pronunciation, diction, and intonation
- Ability to listen and comprehend rates of speech, regional accents, and dialectical differences
- Ability to process linguistic information quickly
- Ability to scan a document rapidly for content and style (sight translation)

- Ability to identify subject and verb of each sentence quickly
- Ability to analyze units of meaning which form each sentence of the text
- Ability to anticipate syntactic rearrangements which will be necessary in the target language

These competencies are acquired through significant study and preparation.

Georgia is a member of the National Center of State Courts, Consortium for State Court Interpreter Certification. **Reciprocity** is extended to interpreters who are certified by active Consortium members.

Requirements for Licensure as a Court Interpreter

All interpreters must be at least 18 years of age; of good moral character; and a legal U.S. resident.

Georgia is a member of the National Center of State Courts, Consortium for Language Access in the Courts. **Reciprocity** is extended to interpreters who are certified by an active Consortium member state.

Certified Interpreters - This is the highest certification for a court interpreter on the state level. State Certified Court Interpreters are in high demand in all levels of the courts. The license application fee is \$125 and must be renewed annually.

- Orientation Workshop
- English Written Exam
- Court Observation Hours
- Oral Certification Exam - Candidates must pass each mode of interpretation (sight, consecutive and simultaneous) with a 70% or higher score in the same sitting. Currently an oral exam exists for the following languages: Arabic, Cantonese, French, Haitian-Creole, Hmong, Korean, Laotian, Mandarin, Portuguese, Russian, Serbian, Somali, Spanish, and Vietnamese.
- Successful completion of criminal history background investigation

Conditionally Approved Interpreters- This is the newest licensing designation created by the Commission. The license application fee is \$150 and must be renewed annually.

- Orientation Workshop

- English Written Exam
- Court Observation Hours
- Oral Certification Exam- Candidates must receive an overall score of 60% on the exam, with no score in either mode of interpretation falling below 50%. Candidates with this classification must satisfy additional conditions, i.e., continuing education.
- Successful completion of criminal history background investigation

Registered Interpreters* only available to those speaking languages where no Oral Certification Exam exists

A registered court interpreter license can only be sought or maintained in languages which do not have an oral certification exam. The oral certification exam is available for the following languages: Arabic, Cantonese, French, Haitian-Creole, Hmong, Korean, Laotian, Mandarin, Portuguese, Russian, Serbian, Somali, Spanish, and Vietnamese. Candidates for this designation must complete the Oral Proficiency Interview (OPI). The license application fee is \$125 and must be renewed annually.

- Orientation Workshop
- English Written Exam
- Oral Proficiency Interview (OPI)
- Successful completion of criminal history background investigation

Step 1: Orientation Training Session

As the first step in the certification process, prospective interpreters are required to attend a two-day Orientation Training Session at the cost of \$250 which includes the cost for the Written Exam. The session includes 16-hours of training on modes of interpreting, courtroom procedures, legal process and interpreter's ethics. Federal or State Certified interpreters serve as facilitators at each session and provide candidates with additional resources for study and professional development. Interpreters are also provided with detailed information on the content and composition of the language proficiency examinations during the Orientation Training Session. Interpreters must attend orientation prior to taking the *Court Interpreter Written Exam* which is offered by the Commission several times a year. Information regarding dates, location and registration for the exams is listed under the Calendar of Events.

Step 2. Court Interpreter Written Exam

This exam is multiple-choice and includes sections on ethics, legal process, terminology, English grammar, idioms, synonyms and antonyms. Interpreters must be well versed in the English language, and must score 80% or higher in order to pass the exam. The orientation training session must be taken prior to taking the Court Interpreter Written Exam. The cost of re-taking

the English written exam is \$50, or \$75 for out-of-state residents.

Step 3. Court Observation

Prior to taking the oral certification exam prospective interpreters must obtain a sufficient number of court observation hours. Three (3) hours of court observation is required if a certified interpreter is present during the proceeding and six hours (6) of observation is required if a certified interpreter is not present. The observation must be logged onto the Court Observation Form provided by the Commission, then mailed to the Commission office prior to registration for the oral certification exam.

***Step 4. Oral Certification Exam or Oral Proficiency Interview (OPI)**

Oral Certification Exam

A three part Oral Certification Exam is administered in accordance with standards developed by the Consortium for State Court Interpreter Certification programs. Part one consists of sight translation from the foreign language into English and then English into the foreign language. Part two consists of consecutive interpreting that simulates a courtroom setting by utilizing court transcripts. Part three consists of simultaneous interpreting with passages presented in English for interpretation into the foreign language. The exam is graded anonymously by a team of experienced Federal and State Certified raters. Interpreter candidates must receive a score of 70% or higher on each part of the Oral Certification Exam. The exam is offered in the following languages: Arabic, Cantonese, French, Haitian-Creole, Hmong, Korean, Laotian, Mandarin, Portuguese, Russian, Spanish, Serbian, Somali, and Vietnamese.

Candidates must pass all three parts of the exam in one setting in order to meet the requirements for Certified licensure. The Commission offers reciprocity to interpreters who have received a passing grade on the Oral Certification Exam administered by states who are members of the Consortium for State Court Interpreter Certification or Federally Certified Interpreters. Please check the website for test dates, locations, and an application form. The cost of the Oral Certification Exam is \$250 (\$400 for out-of-state residents).

Oral Proficiency Interview – OPI

Required only for languages without an oral certification exam

The Oral Proficiency Interview is only required if you wish to interpret in a language which does not have a certification exam. The OPI is a personal telephone interview that will take place at the Administrative Office of the Courts in Macon, Georgia. The interviews are conducted through a vendor and lasts approximately 25 minutes. Each candidate will be tested in both English and the language you wish to interpret. The exam is designed to evaluate the candidate's foreign language ability, level of knowledge and education. Candidates must meet the Superior classification in both languages to be eligible for Registered status. The cost of each OPI is \$143. Some locations may charge an additional \$5 fee to cover the cost of the long distance charges. For further information please contact ACTFL-OPI at (800) 486-8444, or

<http://www.languagetesting.com>.

Interpreters seeking **Certification** must take the Interpreter's Oath and agree to abide by the Code of Professional Responsibility for Court Interpreters prior to the Oral Certification Exam. Candidates are also required to submit to a criminal background check after passing the Oral Certification Exam.

Commission Members

- Justice Harold D. Melton (Chair), Supreme Court of Georgia
- Rep. Stacey Abrams, State Representative
- Mr. M. Khurram Baig, Attorney
- Mr. Marcelo Cedeno, Certified Court Interpreter
- Judge Melodie H. Clayton, Cobb County State Court
- Judge Norman Cuadra, Doraville Municipal Court
- Mr. J. Antonio DelCampo, Attorney
- Ms. Charlene Fang, Lay Member
- Ms. Frances Kuo, Attorney
- Judge Stefani Lacour, Fulton County Magistrate Court
- Ms. Joy Lampley-Fortson, Attorney
- Ms. Yolanda Lewis, Court Administrator, Fulton County Superior Court
- Judge Wes Lewis, Colquitt County Probate Court
- Judge Christopher J. McFadden, Georgia Court of Appeals
- Ms. Georgia Naderi, Ph.D., Lay Member
- Judge Elliott Shoenthal, DeKalb County Juvenile Court
- Judge David K. Smith, Superior Court Judge, Cherokee Judicial Circuit
- Mr. Kevin Williams, Certified Court Interpreter

Commission Staff

- Ms. Molly Perry, Director for Court Services
- Ms. Linda P. Smith, Program Manager, linda.smith@gaaoc.us

Sign Language Interpreters

The current policy of the State of Georgia is to secure the rights of hearing impaired persons who, because of impaired hearing, cannot readily understand or communicate in spoken language and who consequently cannot equally participate in or benefit from proceedings, programs, and activities of the courts, legislative bodies, administrative agencies, licensing commission, departments, and boards of the state and its subdivisions unless qualified interpreters are available to assist them.

The Committee on Access and Fairness in the Courts serves as a resource to Georgia courts and communities by maintaining a list of certified interpreters. All certified interpreters are certified through the national Registry of Interpreters for the Deaf (RID). For additional information regarding interpreters please visit www.rid.org.

Directory of Georgia Sign Language Interpreters

SC:L (Specialist Certificate: Legal)

Holders of this specialist certificate have demonstrated specialized knowledge of legal settings and greater familiarity with language used in the legal system. Holders of the SC:L are recommended for a broad range of assignments in the legal setting.

Laura C. Berzas, MEd., CI, CT, SC:L,
NIC
5210 Hunters Oaks Drive
Alpharetta, GA 30009
(770) 298-3577

Lkclark74@hotmail.com

Jackie Lightfoot, CI, CT, SC:L
Snap! URs
2064 Delano Drive NE
Atlanta, GA 30317
(404) 370-8200
jackielightfoot@yahoo.com

Jean S. Plant, IC/TC, CI & CT, OTC,
SC:L
75 Hazelridge Lane
Sharpsburg, GA 30277
(404) 218-3322

Diane Fowler, CI, CT, NAD V, SC:L
Eagle Interpreting Services, Inc.
227 Ashton Lake Court
Sugar Hill, GA 30518-6268
(770) 904-2064 h/fax
(678) 427-7586 cell
diane.fowler@eagleinterpreting.com

Anna Webb McDuffie, CI, CT, SC:L
4386 Fox Creek Drive
Marietta, GA 30062
404-663-7025
annamcduffie@comcast.net

jean.plant@gpc.edu

CI and CT (Certificate of Interpretation and Certificate of Transliteration)

Holders of both full certificates (as listed above) have demonstrated competence in both interpretation and transliteration. Holders of the CI and CT are recommended for a broad range of interpretation and transliteration assignments.

Cathy Belew, CI, CT
2234 Noah's Ark Road
Jonesboro, GA 30236
(770) 477-5306
(770) 477-5306 (fax)
belew@bellsouth.net

Stephanie Boyd, CT
1645 Nottingham Way
Conyers, GA 30094
(678) 794-4630
(678) 609-1355 (fax)
stephboyd3@gmail.com

Stephanie Boyette, CT
300 Lacross Street
Dublin, GA 31021
(478) 290-1813
terp_signs@yahoo.com
stephanieboyette@gmail.com

Ben A. Clark, CI, CT
10670 Branham Fields Road
Johns Creek, GA 30097
(678) 480-4370
abcinterp@yahoo.com

Cindy Clark, CI, CT
10670 Branham Fields Road
Johns Creek, GA 30097
(678) 313-3855
etcnnow@gmail.com

Adrianne Clegg, CI, CT, OTC
2195 Six Branches Drive
Roswell, GA 30076
(678) 772-1329
izyal@aol.com

Ruth Dubin, MEd., CI/CT
3292 Thompson Bridge Road #333
Gainesville, GA 30506
(770) 531-0700

Joi Greco, CI, CT
48 Turnberry Drive
Hiram, GA 30141
(404) 786-5572
404-474-4243 (fax)
Jgreco369@yahoo.com

Terry L. Griswold-Garcia, CSC
2110 Jamerson Road
Marietta, GA 30066
(770) 330-1103 (cell)
(770) 582-9494
stephanieboyette@gmail.com

Pamela Hill, MS, CI, CT, CRC
2411 Murphy Drive
Donalsonville, GA 39845
(229) 861-2116
(229) 560-0246 (cell)
prhill@windstream.net

Alan Izaguirre, CI, CT
 6855 Graves Mill Court
 Norcross, GA 30093-3466
 (770) 845-6565
 (770) 491-6736 (fax)
izyal@aol.com

Jennifer Johnson, NAD IV
 214 Huntington Way
 Griffin, GA 30224
 (904) 403-4054 (Voice/text/cell)
terp_signs@yahoo.com
terpnad@aim.com

Kitty LaFountain, CI, CT, GRID, RID
 106 Ridgeland Drive
 Warner Robins, GA 31093
 (478) 922-4059
 (478) 918-0304 (fax)
kittyterpga@yahoo.com

Maretta Martin, CI, CT
 3900 Broadmor Road, NW
 Huntsville, AL 35810
 (256) 682-7597
 (256) 851-2752 (fax)
maretta20@hotmail.com

Belinda Montgomery, CI, CT, CSC, NAD
 V
 2035 Surles Road
 Lapine, AL 36046
 (334) 221-9950
 (334) 284-5898 (fax)
mebebe@gmail.com

Thai Morris, CI, CT
 60 Gen. Longstreet Line
 Newnan, GA 30265
 (770) 845-8090
 (770) 252-5223
thai@morrisinterpreting.com

Jennifer L. Moyer, CI, CT
 2725 Northgate Way, NW
 Acworth, GA 30101
 (770) 402-4211
Moyerd11@bellsouth.net

Angelina Nielsen, CI, CT, NAD IV, NIC
 106 Misty Valley Drive
 Canton, GA 30114
 (404) 921-8961
 (404) 521-9121 (fax)
codangie@comcast.net
codangie@tmail.com

Kim Royston, CI, CT
 8421 Blacks Bluff Rod SW
 Cave Spring GA 30124
 (706) 777-3514
 (706) 346-2504 (fax)
kroys1@yhahoo.com

Nanci A. Scheetz
 1500 N. Patterson Street
 Valdosta, GA 31698
 (229) 219-1322
 (220) 333-5963 (fax)
nascheet@valdosta.edu

Janet L. Smith, RID CT, NAD III
 1618 Alta Vista Drive
 Columbus, GA 31907
 (706) 568-3065
 (762) 822-0514 (Cell)
wesmile2u@hotmail.com

Kimberly Smith, CI, CT
 5303 Meadows Lake Crossing
 Powder Springs, GA 30127
 (404) 386-2742
 (770) 944-7028 (fax)
KLSTERP@bellsouth.net

David D. Turner
1121 Mary Lee Court
Riverdale, GA 30296
(678) 733-3021
deafddt@mac.com

James Thomas III, CI, CT, NIC
2841 Chaucer Drive SW
Atlanta, GA 30311
(770) 843-1997
(404) 696-8850 (fax)
bodylanguage_interpreting@yahoo.com

Kristin Vacca, CI, CT
144 Chaseland Road
Atlanta, GA 30328
(404) 432-7560
ksigns@tmail.com

Lynne Watson, CI, CT
1330 Morris Road, Unit 159
Alpharetta, GA 30004
(404) 509-9559
(770) 754-0930 (fax)
LynneW143@yahoo.com

CDI (Certified Deaf Interpreter)

Holders of this certification are interpreters who are deaf or hard-of-hearing, and who have completed at least eight hours of training on the NAD-RID Code of Professional Conduct; eight hours of training on the role and function of an interpreter who is deaf or hard-of-hearing; and have passed a comprehensive combination of written and performance tests. Holders of this certificate are recommended for a broad range of assignments where an interpreter who is deaf or hard-of-hearing would be beneficial.

Randy Shaw, CDI
3765 Longlake Drive
Duluth, GA 30097
404-381-1522
randyshawCDI@msn.com

CSC (Comprehensive Skills Certificate)

Holders of this full certificate have demonstrated the ability to interpret between American Sign Language (ASL) and spoken English, and to transliterate between spoken English and an English-based sign language. Holders of this certificate have specialized training or experience in the use of gesture, mime, props, drawings and other tools to enhance communication. Holders of this certificate are recommended for a broad range of interpreting and transliterating assignments.

Lorena Rogers, CSC
3185 Summer View Drive
Alpharetta, GA 30022-5097
770-314-7996
LRsign4u@yahoo.com

Dorothy Shaw, CSC
3765 Longlake Drive
Duluth, GA 30097
678-488-7846 (cell)
Dotshawcsc@aol.com

Sign Language Interpreting Firms

Eagle Interpreting Services, Inc.
 Contact Person: Diane Fowler
 227 Ashton Lake Court
 Sugar Hill, GA 30518-6268
 (770) 904-2064 h/f
 (678) 427-7586 c
diane.fowler@eagleinterpreting.com

Georgia Interpreting Services Network (GISN)
 Contact Person: Marilyn Teague
 100 Edgewood Ave NE Suite 975
 Atlanta, GA 30303
 800-228-4992 or 404-521-9100
 (Voice/TTY)
 404-521-9121 (Fax)
<http://www.gisn.info/>
info@gisn.info

Hands in Motion, LLC
 Contact Person: Marsha Coles-Felix
 3655 River Heights
 Ellenwood, Georgia 30294
 (404) 241-0724
<http://handsinmotionllc.net/>
handsinmotion2008@yahoo.com

Interpret, Inc.
 Contact Person: John Hitchcock
 213 Powers Court
 Woodstock, GA 30189
 (678) 383-6017
 (678) 383-6028 (fax)
info@interpret-inc.com

Medley Interpreters, LLC
 PO Box 870696
 Stone Mountain, GA 30087
 770-978-3120 (main)
 770-978-3121 (fax)
www.medleyinterpreters.com
servicerequest@medleyinterpreters.com

Morris Interpreting Service, Inc.
 Contact Person: Thai Morris
 60 Gen. Longstreet Line
 Newnan, GA 30265
 770-845-8090
 770-252-5223 (fax)
thai@morrisinterpreting.com

Sign Language Interpreting Specialists, Inc.
 Contact Person: Cliff Cantrell
 3292 Thompson Bridge Road
 Gainesville, GA 30506
 770-531-0700
 770-287-9479 (TTY)
 770-947-0894 (fax)
www.slisinc.com

The Interpreting Connection, Inc.
 Contact Info: Debbie Lesser, CI, CT
 1706 Tree Corners Parkway
 Norcross, GA 30092
 770-613-0925
debann@mindspring.com

ADMINISTRATIVE OFFICE OF THE COURTS OF GEORGIA
GEORGIA COMMISSION ON INTERPRETERS

**ORIENTATION and ENGLISH WRITTEN EXAM
 REGISTRATION APPLICATION**

Directions: Please complete the entire application. Do not leave any fields blank. Our office requires all information in order to process your request. INCOMPLETE APPLICATIONS WILL BE RETURNED.

APPLICANT INFORMATION

PLEASE PRINT OR TYPE

PREFIX: (Mr./Mrs./Ms.)		DATE:	
FIRST NAME:		DATE OF BIRTH:	
MIDDLE NAME:		LAST 4 DIGITS OF SSN:	
LAST NAME:		LANGUAGE(s):	
CURRENT ADDRESS:			
CITY:	STATE:	ZIP:	
COUNTY:			

PERSONAL CONTACT INFORMATION

Home Phone:	Work Phone:
Cell Phone:	
Email Address:	

PAYMENT INFORMATION AND OPTIONS

APPLICATION AND PAYMENT MUST BE RECEIVED BY THE DEADLINE. FAXED APPLICATIONS WILL NOT BE ACCEPTED. Registration fee is \$250 for Georgia residents and \$275 for non-residents. Please note: Priority will be given to Georgia residents. A \$35.00 FEE WILL BE ASSESSED FOR ALL RETURNED CHECKS.

Method of payment (check one)

<input type="checkbox"/> MONEY ORDER	<input type="checkbox"/> PERSONAL CHECK	<input type="checkbox"/> COMPANY CHECK
		Amount Enclosed: \$
Please select the 2-day orientation you are interested in attending: <ul style="list-style-type: none"> o February 22 and 23, 2013:TBD o May 15 and 16, 2013: Atlanta o August 14 and 15, 2013: Morrow o November 6 and 7, 2013: TBD 		Please select the date you would like to take the English written exam: Please note, you can select <u>any</u> of the testing dates, not necessarily the one following the selected orientation. <ul style="list-style-type: none"> o March 1, 2013: Atlanta o May 17, 2013: Atlanta o August 16, 2013: Morrow o November 8, 2013:TBD

Disability Disclaimer: If you require special accommodations due to a disability recognized by the Americans with Disabilities Act (ADA), please notify our office at least 2 weeks in advance of the event.

I, the undersigned applicant, do understand that submitting this application and attending the orientation is a first step toward licensure and does not confer upon me a certified or registered status with the Commission. Until I have completed all of the requirements for certification or registration, and receive formal notification of such from the Commission, I will not represent myself to be a Commission licensed court interpreter. Nevertheless, if authorized by a court of the State of Georgia to translate or interpret oral or written communication in a foreign language during court proceedings, I agree to comply with the Code of Professional Responsibility for Court Interpreters pursuant to the Supreme Court of Georgia's Rule on the Use of Interpreters for Non-English Speaking Persons.

Signature of applicant

Date

Mail completed form and registration fee to:
 Georgia Commission on Interpreters, 244 Washington Street, Suite 300, Atlanta, GA 30334

Administrative Office of the Courts
GEORGIA COMMISSION ON INTERPRETERS

Item #4.

Oral Certification Exam Application Form

Date: _____

Directions: Please fill out the entire application. Do not leave any fields blank. Our office will need all information in order to process your request. *Incomplete applications will be returned.*

Language: _____

Date of oral exam you are interested in taking: 1st choice: _____ Second choice: _____

Personal Information (Please complete all and print clearly)

Social Security Number _____ - _____ - _____

Name _____
Ms./ Mr./ Mrs. First MI. Last

Street Address _____ Apt. # _____

City _____ State _____ Zip code _____ County _____

Home Phone # _____ **Work Phone #** _____

Fax # _____ **Cell Phone #** _____

Email : _____

Have you ever been licensed as an interpreter in another state? _____

If so, where? _____

Has your license ever been revoked? (Y/N) _____

Explain: _____

Other General Information

Attended Orientation Where: _____ When: _____
(City/Town) (Month/ Year)

Passed English Written Exam Where: _____ When: _____
(City/Town) (Month/ Year)

Previously Taken Oral: Where: _____ When: _____
(City/Town) (Month/ Year)

Where: _____ When: _____
(City/Town) (Month/ Year)

Payment Information

The cost of taking the Oral Certification Exam is \$250 for Georgia residents and \$400 for non-residents. ***Application and payment must be received by the deadline. Faxed applications will not be accepted.*** A \$25 fee will be assessed for all returned checks. Please note Georgia residents will receive priority for testing.

Send registration form and make payment to: GA Commission on Interpreters
244 Washington St., SW – Suite 300
Atlanta, GA 30334
Telephone: (404) 463-6478

Method of Payment: ☐ Money Order ☐ Personal Check ☐ Company Check
(Please Check One)

***Please refer to our Administrative Policies for information regarding exam cancellations*.**

Administrative Office of the Courts
GEORGIA COMMISSION ON INTERPRETERS
English Written Exam Application Form (Retest)

Item #4.

Date _____

Directions: Please complete the entire application. Do not leave any fields blank. Our office will need all information in order to process your request. Incomplete applications will be returned.

Written Exam Information

Date of written exam you are attending: _____

When did you attend orientation? _____

Where did you attend orientation? _____

Personal Information (Please complete all and print clearly)

Social Security Number (last 4 digits only) _____

Name _____
Ms./ Mr./ Mrs. First Middle Last

Street Address _____ Apt. # _____

City _____ State _____ Zip code _____ County _____

Have you ever been licensed as an interpreter in another state? _____

If so, where? _____ Has your license ever been revoked? (Y/N) _____

Explain: _____

Do Not Publish
(Indicate with "X")

Home Phone # _____ ☐

Work Phone # _____ ☐

Cell Phone # _____ ☐

Email: _____ ☐

Foreign Language _____

Payment Information and Options

The cost of re-taking the written exam is \$50 for Georgia residents and \$75 for non-residents.

Application and payment must be received by the deadline. Faxed applications will not be accepted. A \$25 fee will be assessed for all returned checks.

Send registration form and make payment to: GA Commission on Interpreters
244 Washington St., SW – Suite 300
Atlanta, GA 30334
Telephone: (404) 463-6478

(Please Check One)

Method of Payment: ☐ Money Order ☐ Personal Check ☐ Company Check

***Please refer to our Administrative Policies for information regarding exam cancellations.**

Revised 11/5/2012



Statement for Court Observation
 Georgia Commission on Interpreters
 Administrative Office of the Courts
www.georgiacourts.org/agencies/interpreters

Name: _____

Telephone #: _____

Address: _____

Language(s): _____

Court Observation Log

Maintain this log for completion of required court observation hours.

Three (3) hours is required when observing a Certified Interpreter.

Six (6) hours is required if an unlicensed interpreter is observed.

Date	Judge's Name/ Case Number	County	Was the Interpreter Certified? (Y) or (N)	# of Hours Observed
Total Hours				

Verification of Court Observation

I hereby state the information on this form is true and correct to the best of my knowledge.

Signature _____

Date _____

Mail to: The Administrative Office of the Courts
 Georgia Commission on Interpreters
 244 Washington Street, Suite 300
 Atlanta, GA 30334-5900

LTI The ACTFL Language Testing Office

3 Barker Avenue, Suite 300 White Plains, NY 10601 • 914-963-7110 • Fax 914-963-7113

08-02-07

ORAL PROFICIENCY INTERVIEW (OPI) APPOINTMENT FORM

Georgia Commission on Interpreters

Please complete and return this form by mail or fax to the ACTFL Language Testing Office.

(Please Type or Print Clearly)

DATE: _____

LAST NAME: _____ FIRST: _____ INITIAL: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: DAY: _____ EVE: _____ FAX: _____

E-MAIL ADDRESS: _____ (important)

LANGUAGE TO BE TESTED: _____

(A separate form is required for each language requested)

PLEASE NOTE: YOU MAY ONLY TEST IN A LANGUAGE WHICH DOES NOT HAVE AN ORAL CERTIFICATION EXAM. The following languages have oral certification exams: Arabic, Cantonese, French, Haitian-Creole, Hmong, Korean, Laotian, Mandarin, Portuguese, Russian, Serbian, Somali, Spanish, and Vietnamese.

You will be notified by e-mail or mail of the test site and schedule for taking the ACTFL OPI in your selected area once we have processed your application. * AT THIS TIME THERE IS ONLY ONE DESIGNATED TEST SITE IN GEORGIA.

Please indicate your preference: **OFFICIAL OPI (\$143)** ☐

METHOD OF PAYMENT FOR TEST PLUS OTHER CHARGES (IF ANY):

There is a \$55.00 charge for missed appointments

- ☐ A CHECK FOR THE TEST FEE(S) PAYABLE TO: **LTI, Inc.**
- ☐ PLEASE CHARGE THE TEST FEE(S) TO A CREDIT CARD (COMPLETE SECTION BELOW)
- ☐ \$10.00 FOR 2ND COPY OF CERTIFICATE

TOTAL CHECK/CHARGE INCLUDING TEST FEE(S) \$ _____ . 00

MASTERCARD#: _____ VISA#: _____

EXPIRATION DATE: _____ SIGNATURE: _____

Note: all charges require a signature

****Please see the attached listing of fees and additional services**

The Georgia Supreme Court Commission on Interpreters Complaint Process

FILING A COMPLAINT

The Board of the Commission on Interpreters only addresses written complaints. If you wish to file a formal complaint against a Commission on Interpreters licensed court interpreter, the attached complaint form must be completed.

Please print or type the requested information and be as specific as possible. If you need more space for any section of the complaint, use additional sheets and indicate which section you are referring to.

Mail your completed notarized form and all supporting documentation to:

Georgia Commission on Interpreters
244 Washington Street, S.W., Suite 300
Atlanta, Georgia 30334-5900

Upon receipt, the Commission on Interpreters will review the complaint, and any supporting documentation. The Board will then, usually at its next scheduled meeting, determine whether to (1) require the respondent (e.g., the court interpreter) to answer the complaint, or (2) dismiss the complaint without further action.

After receiving the respondent's answer to the complaint, the Board may decide to hold a disciplinary hearing on the complaint. If a hearing is scheduled, your attendance, testimony, and active participation may be required.

Disciplinary sanctions may consist of but are not limited to one or more of the following: a public or private reprimand; requirement of additional training; requirement to retake the interpreter certification examination; limiting the scope of practice or interpreting services, which may include removal or suspension from any registry; requirement that work be supervised; and/or suspension or revocation of a court interpreting license.

Please refer to the Code of Professional Responsibility for Interpreters, Appendix "C" of the Supreme Court Order, issued January 2003, when indicating which court interpreter standard (s) you feel have been violated.

Georgia Commission on Interpreters

Formal Complaint Form

COI Docket # _____
For internal use

Date Filed _____
For internal use

Your Name: _____

Mailing Address: _____
Street or P.O. # City State Zip+4

Residence Phone: () _____ Business Phone: () _____

Name and Address of Court Interpreter you are reporting: _____

Street or P.O. # City State Zip+4

Referring to the Code of Professional Responsibility for Interpreters, Appendix "C" of the Supreme Court Order, issued January 2003, indicate which court interpreter standard (s) you feel have been violated. List any paragraph numbers which apply to the subject of this complaint:

*** If more space is needed, please attach additional pages. ***

State exactly what the court interpreter has done or not done which causes you to make this report. Please give details, including specific dates.

Have you discussed this problem personally with the court interpreter? _____

If so, when did you talk with him or her last? _____

Do you owe this court interpreter money for fees or for expenses relating to this matter? _____

If this matter should require a hearing, please list the names and addresses of any witnesses you wish to be subpoenaed by the Commission. Use additional sheets if necessary. If you have any written correspondence concerning this matter, please attach copies.

Witness 1:

Name

Address

City

State

Zip Code

Witness 2:

Name

Address

City

State

Zip Code

Please be aware that a copy of this complaint may be forwarded to the court interpreter for response.

VERIFICATION

STATE OF GEORGIA, COUNTY OF _____ DATE _____

I do solemnly swear or affirm that the facts set forth in the above Complaint are true.

Complainant's Signature

Sworn to and subscribed before me on the _____ day of _____, _____
Month Year

Notary Public: _____ (SEAL)

Mail to: Commission on Interpreters, 244 Washington Street, Suite 300, S.W., Atlanta, GA 30334-5900

Court Interpreter License Registration or Renewal

O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for licensure, as referenced in O.C.G.A. § 50-36-1, from the **Georgia Commission on Interpreters**, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

NOTARY PUBLIC
My Commission Expires:

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

Certified Court Interpreter Directory

County / Language	Name / Address	Certificate # / Email	Expiration	Home # Work #	Fax # Cell #
Spanish					
	Ms. Yvonne L. Machain Lawrenceville, GA	<input checked="" type="checkbox"/> C-07074 ymachain@yahoo.com	9/30/2013	* 678-985-2956	* 961-230-7631
	Mrs. Karenlie A. Riddering Newnan, GA	<input checked="" type="checkbox"/> C-08097 *	9/30/2013	* *	* 678-206-1801
BIBB					
Spanish					
	Ms. Nancy King Macon, GA	<input checked="" type="checkbox"/> C-03034 NKing124@Bellsouth.net	9/30/2013	* *	478-477-7741 478-747-8461
	Ms. Joanne O. Stivers Macon, GA	<input checked="" type="checkbox"/> C-02026 srqspanish@hotmail.com	9/30/2013	478-390-4675 478-390-4675	478-475-5574 478-390-4675
CHATHAM					
Spanish					
	Mrs. Michelle Jean Gonzales Savannah, GA	<input checked="" type="checkbox"/> C-08103 gonzalesinterpreting@yahoo.com	9/30/2013	* *	* 912-596-8098
CHEROKEE					
Spanish					
	Mrs. Elizabeth James-Irizarry Canton, GA	<input checked="" type="checkbox"/> C-08092 liz1interpreter@windstream.net	9/30/2013	678-493-3437 *	* 678-457-7541
	Mr. Carlos A. Jimenez Canton, GA	<input checked="" type="checkbox"/> C-05056 cjimenezxxi@hotmail.com	9/30/2013	* *	* 770-883-7458
	Mr. Ramuel Martinez Woodstock, GA	<input checked="" type="checkbox"/> C-05053 ramuel@8atranslations.com	9/30/2013	* 678-462-9211	678-321-1021 678-462-9211

Friday, January 11, 2013

* = Unpublished

Certified Court Interpreter Directory

County / Language	Name / Address	Certificate # / Email	Expiration	Home # Work #	Fax # Cell #
CLARKE					
Spanish					
	Ms. Linda Jo J. Eberenz Athens, GA	<input checked="" type="checkbox"/> C-02021 lindaeberenz@hotmail.com	9/30/2013	* 706-224-7910	* 706-224-7910
	Mr. Patrick K. Moore Athens, GA	<input checked="" type="checkbox"/> C-05051 pkmoore@gmail.com	9/30/2011	706-380-5447 *	* 706-380-5447
	Ms. Magally M. Smith Athens, GA	<input checked="" type="checkbox"/> C-02028 interpreter@languageservicesplus.com	9/30/2013	706-354-8737 706-549-9900	706-354-7994 706-202-4060
CLAYTON					
Spanish					
	Mrs. Herly D. Barrios-Kuolas Jonesboro, GA	<input checked="" type="checkbox"/> C-08112 danielakuolas@gmail.com	9/30/2013	* *	* *

Friday, January 11, 2013

* = Unpublished

Certified Court Interpreter Directory

County / Language	Name / Address	Certificate # / Email	Expiration	Home # Work #	Fax # Cell #
COBB					
Spanish					
	Ms. Silvia E. Cruz Acworth, GA	<input checked="" type="checkbox"/> C-08105 silviaCruz44@gmail.com	9/30/2013	* *	* 404-388-6079
	Ms. Sandra Fernandez Marietta, GA	<input checked="" type="checkbox"/> C-01006 sandracerifiedinterpreter@gmail.com	9/30/2013	*	* 678-490-1255
	Mrs. Tatiana Maria Fernandez Marietta, GA	<input checked="" type="checkbox"/> C-08085 habloingles@bellsouth.net	9/30/2013	* *	* 678-262-6501
	Ms. Pamela Landazabal Acworth, GA	<input checked="" type="checkbox"/> C-05045 pajufela@yahoo.com	9/30/2013	678-574-5527 678-574-5527	* *
	Mr. Carlos Lares Kennesaw, GA	<input checked="" type="checkbox"/> C-01011 carlos.lares@fultoncountyga.gov	9/30/2013	770-421-0429 404-612-5441	770-421-0429 678-770-8840
	Mr. Ian M. McColl Kennesaw, GA	<input checked="" type="checkbox"/> C-05059 I.M.Interpreting@gmail.com	9/30/2013	* 404-694-8814	* 404-694-8814
	Ms. Margarita Ramirez-Jerden Atlanta, GA	<input checked="" type="checkbox"/> C-02029 *	9/30/2013	* 770-363-1587	770-952-0736 770-363-1587
	Mr. Gabriel A. Rueda Marietta, GA	<input checked="" type="checkbox"/> C-06064 gabrielrueda@yahoo.com	9/30/2013	770-971-1080 *	* 770-971-1080
	Ms. Dora Alicia Shaw Kennesaw, GA	<input checked="" type="checkbox"/> C-07075 dorashaw@columbustranslations.com	9/30/2013	* 866-364-9038	* 706-718-1413
	Mr. Kevin Williams Acworth, GA	<input checked="" type="checkbox"/> C-08081 *	9/30/2012	770-975-8504 770-316-5300	* 770-316-5300
	Mr. Paul Bryan Williamson Mableton, GA	<input checked="" type="checkbox"/> C-02024 pablazo@comcast.net	9/30/2013	770-256-1334 *	* 770-256-1334

Friday, January 11, 2013

* = Unpublished

Certified Court Interpreter Directory

County / Language	Name / Address	Certificate # / Email	Expiration	Home # Work #	Fax # Cell #
COWETA					
Spanish					
	Ms. DeYanira M. Bermudez Sharpsburg, GA	<input checked="" type="checkbox"/> C-07072 garacio55@hotmail.com	9/30/2013	* *	* 678-416-5966
	Ms. Ana Hovanic Newnan, GA	<input checked="" type="checkbox"/> C-07078 anahovanic@gmail.com	9/30/2013	770-251-8952 678-662-6864	* 678-662-6864
DEKALB					
Spanish					
	Ms. Lucia C. Calderon-Urtusastegui Atlanta, GA	<input checked="" type="checkbox"/> C-08096 luciaurtus@bellsouth.net	9/30/2013	* 678-491-0507	* 678-491-0507
	Ms. Maria E. Ceballos-Wallis Decatur, GA	<input checked="" type="checkbox"/> C-08091 Mediaspan@live.com	9/30/2013	* 404-371-2119	* 404-207-9807
	Ms. Patricia M. Chavez-Dietz Atlanta, GA	<input checked="" type="checkbox"/> C-08110 chavezdietz@gmail.com	9/30/2013	* 770-316-4234	770-414-4623 770-316-4234
	Ms. Doris Cordoba-Squires Atlanta, GA	<input checked="" type="checkbox"/> C-03030 interpreter404@bellsouth.net	9/30/2013	404-633-6931 *	* 404-388-3586
	Ms. Loana Antonieta Denis Sandy Springs, GA	<input checked="" type="checkbox"/> C-08095 ldenis@latn.com	9/30/2013	404-634-2635	404-634-9683 404-735-7197
	Ms. Luz S. Grady Dunwoody, GA	<input checked="" type="checkbox"/> C-05048 lsgrady@bellsouth.net	9/30/2013	* 770-901-9500	770-901-9198 678-640-0057
	Ms. Maria del Carmen Land Clarkston, GA	<input checked="" type="checkbox"/> C-02023 76867@bellsouth.net	9/30/2013	* 404-371-2279	404-508-4703 404-277-8878
	Ms. Irene Liscano Atlanta, GA	<input checked="" type="checkbox"/> C-08117 *	9/30/2013	* *	* *
	Ms. M. Catherine McCabe Atlanta, GA	<input checked="" type="checkbox"/> C-01013 cathspan@mindspring.com	9/30/2013	* 404-373-3483	404-378-9608 *
	Mr. Patricio I. Risco Atlanta, GA	<input checked="" type="checkbox"/> C-06066 p_risco@bellsouth.net	9/30/2013	* 404-444-7094	* 404-444-7094

Friday, January 11, 2013

* = Unpublished

Certified Court Interpreter Directory

County / Language	Name / Address	Certificate # / Email	Expiration	Home # Work #	Fax # Cell #
DOUGLAS					
Haitian-Creole					
	Ms. Nadege Cherubin Douglasville, GA	<input checked="" type="checkbox"/> C-08114 dadousakinayiti@yahoo.fr	9/30/2013	678-653-8965 770-777-0204	* 404-861-8188
Spanish					
	Ms. Ann-Marie Bumbalo-Moreno Douglasville, GA	<input checked="" type="checkbox"/> C-04038 atlantabumbalo@aol.com	9/30/2013	* *	* 404-376-2119
FAYETTE					
Spanish					
	Ms. Andrea Sonia Fitzgerald Fayetteville, GA	<input checked="" type="checkbox"/> C-08115 soniafitzgerald@aol.com	9/30/2013	770-994-7340 *	* 678-595-9204
	Ms. Judy C. Kelley Peachtree City, GA	<input checked="" type="checkbox"/> C-01008 kelleyjudy@bellsouth.net	9/30/2013	* 770-363-3581	* 770-363-3581
	Mrs. Ada M. Lien Peachtree City, GA	<input checked="" type="checkbox"/> C-08109 ada_spanish@yahoo.com	9/30/2013	770-713-9726 *	* 770-713-9726
FLOYD					
Spanish					
	Ms. Marcela Romero Romero-Langlois Rome, GA	<input checked="" type="checkbox"/> C-03037 gajit7@gmail.com	9/30/2013	706-295-4558 706-346-4202	706-295-4558 706-346-4202
FORSYTH					
Haitian-Creole					
	Mr. Philippe Christian Dumoulin Cumming, GA	<input checked="" type="checkbox"/> C-07076 phildumoulin@yahoo.com	9/30/2012	770-887-9311 770-887-9919	770-887-9913 862-703-0897
Spanish					
	Ms. Jackie Downs Cumming, GA	<input checked="" type="checkbox"/> C-01005 jackie.downs@spanglishagency.com	9/30/2013	* 770-844-5774	678-513-0475 770-265-9955

Friday, January 11, 2013

* = Unpublished

Certified Court Interpreter Directory

County / Language	Name / Address	Certificate # / Email	Expiration	Home # Work #	Fax # Cell #
FULTON					
Chinese/Mandarin					
	Mr. Gang Li	<input checked="" type="checkbox"/> C-08088	9/30/2013	404-633-3014	404-506-9763
	Atlanta, GA	gangli@gangli.info		404-633-3014	*
Portuguese					
	Ms. Maria-Cristina Knutzon	<input checked="" type="checkbox"/> C-08083	9/30/2013	770-754-1630	*
	Alpharetta, GA	*		*	*
Spanish					
	Ms. Lilian X. Acevedo	<input checked="" type="checkbox"/> C-08087	9/30/2013	678-462-0420	*
	Alpharetta, GA	lilianxacevedo@msn.com		*	678-462-0420
	Ms. Sandra Graciela Bravo	<input checked="" type="checkbox"/> C-01003	9/30/2013	404-327-8815	404-636-1131
	Atlanta, GA	bravo_s@bellsouth.net		404-513-3177	404-513-3177
	Mrs. Angelica Brito	<input checked="" type="checkbox"/> C-08102	9/30/2013	*	*
	Marietta, GA	more_mxc@hotmail.com		*	404-514-8390
	Ms. Rosa Burkard	<input checked="" type="checkbox"/> C-03033	9/30/2013	678-566-1380	253-595-6699
	Alpharetta, GA	rosaburkard@earthlink.net		678-566-1380	678-491-4150
	Mr. Marcelo A. Cedeno	<input checked="" type="checkbox"/> C-07079	9/30/2013		*
	Atlanta, GA	marcelocedeno2000@yahoo.com		*	404-202-2001
	Ms. Adriana A. Chancey	<input checked="" type="checkbox"/> C-08080	9/30/2013	*	*
	Atlanta, GA	aaclinguistics@comcast.net		*	678-897-1186
	Ms. Ailee Alisa Clark-Ortiz	<input checked="" type="checkbox"/> C-01015	9/30/2011	404-832-0423	*
	Atlanta, GA	ailee.ortiz09@gmail.com		404-832-0423	404-832-0423
	Ms. Giovana I. Cruz	<input checked="" type="checkbox"/> C-07073	9/30/2013	*	866-903-8656
	Atlanta, GA	*		678-687-2773	678-687-2773
	Ms. Adria Davenport	<input checked="" type="checkbox"/> C-01004	9/30/2013	404-636-3169	404-329-9703
	Atlanta, GA	*		*	404-374-4316
	Mr. Alejandro Garcia	<input checked="" type="checkbox"/> C-08098	9/30/2013	*	*
	Atlanta, GA	alegar78@gmail.com		803-400-1178	803-397-7686

Friday, January 11, 2013

* = Unpublished

Certified Court Interpreter Directory

County / Language	Name / Address	Certificate # / Email	Expiration	Home # Work #	Fax # Cell #
	Mr. M. Antonio Gavilanez Milton, GA	<input checked="" type="checkbox"/> C-01007 gavilant@aol.com	9/30/2013	770-772-9885 770-772-9885	770-772-9701 *
	Ms. Monica V. Gross Atlanta, GA	<input checked="" type="checkbox"/> C-01012 monicamarcuse@yahoo.com	9/30/2013	770-671-9048 404-642-2280	* 404-642-2280
	Mr. Britt Hunt Atlanta, GA	<input checked="" type="checkbox"/> C-07068 bh@comunicar.us	9/30/2013	803-400-1178 877-400-1178	* 803-319-8928
	Ms. Anna L. McCoy Roswell, GA	<input checked="" type="checkbox"/> C-05047 anna.mccoy@att.net	9/30/2013	770-640-9106 770-630-9738	770-640-2007 770-630-9738
	Ms. Clara Ines Montoya-Correa Alpharetta, GA	<input checked="" type="checkbox"/> C-08107 clara.montoya@mac.com	9/30/2013	770-772-6378 770-757-8413	* 770-757-8413
	Ms. Linnea Olson Myshraill Roswell, GA	<input checked="" type="checkbox"/> C-05049 linneas1@juno.com	9/30/2013	770-912-0298 *	* 770-912-0298
	Ms. Nicole A. Naylor Atlanta, GA	<input checked="" type="checkbox"/> C-05050 n2interpreter@hotmail.com	9/30/2013	404-642-7120 *	404-236-7594 404-642-7120
	Ms. Sonia Edilla Picallo Atlanta, GA	<input checked="" type="checkbox"/> C-01017 *	9/30/2012	770-551-8919 *	* 404-840-6772
	Mr. Juan Gualberto Romero Atlanta, GA	<input checked="" type="checkbox"/> C-08093 jrom71260@yahoo.com	9/30/2013	* *	* 404-734-5629
	Ms. Anna Soracco Atlanta, GA	<input checked="" type="checkbox"/> C-06065 irishanna@gmail.com	9/30/2013	* 404-538-5558	* 404-538-5558
	Mrs. Veronica Taylor Johns Creek, GA	<input checked="" type="checkbox"/> C-08086 valvarez@mindspring.com	9/30/2013	* *	770-650-7211 404-247-0170
	Ms. Jartu Toles Atlanta, GA	<input checked="" type="checkbox"/> C-01019 jtoles1@comcast.net	9/30/2013	* *	* 404-432-9316
	Mr. Nelson Zapata Atlanta, GA	<input checked="" type="checkbox"/> C-08118 Nelzapata@hotmail.com	9/30/2013	* *	* 678-852-7746
	Mrs. Lorraine Tatiana Zopo Roswell, GA	<input checked="" type="checkbox"/> C-08116 lorrz@juno.com	9/30/2013	917-940-3693 678-977-1003	* 917-940-3693

Friday, January 11, 2013

* = Unpublished

Certified Court Interpreter Directory

County / Language	Name / Address	Certificate # / Email	Expiration	Home # Work #	Fax # Cell #
GRADY					
Spanish					
	Ms. Stella Allen	<input checked="" type="checkbox"/> C-06067	9/30/2011	*	229-378-8916
	Cairo, GA	acgspanish@alltel.net		229-377-3205	229-221-2777

Certified Court Interpreter Directory

County / Language	Name / Address	Certificate # / Email	Expiration	Home # Work #	Fax # Cell #
GWINNETT					
Portuguese					
	Mr. Richard Lankenau Dahlonega, GA	<input checked="" type="checkbox"/> C-07069 rlinterpret@yahoo.com	9/30/2013	* *	* 404-519-1583
Spanish					
	Ms. Amy L. Bailey Suwanee, GA	<input checked="" type="checkbox"/> C-08106 amyinterprets@gmail.com	9/30/2013	678-651-6098 *	* 678-651-6098
	Mr. Juan Jose Bernal Norcross, GA	<input checked="" type="checkbox"/> C-08099 juanjosebernal@gmail.com	9/30/2013	* *	* 770-639-0859
	Mrs. Elena Maria Borrego Snellville, GA	<input checked="" type="checkbox"/> C-08108 elenaborrego@bellsouth.net	9/30/2013	* *	* 678-863-3508
	Ms. Allison N. Epps Buford, GA	<input checked="" type="checkbox"/> C-03031 alepps7@gmail.com	9/30/2013	* 678-520-0150	* 678-520-0151
	Ms. Blanca E. Gilmore Lawrenceville, GA	<input checked="" type="checkbox"/> C-05052 blancaenavas@hotmail.com	9/30/2013	678-985-2956 *	* *
	Ms. Stella Kirkpatrick Lawrenceville, GA	<input checked="" type="checkbox"/> C-01009 stella_kirkpatrick@yahoo.com	9/30/2013	770-339-3762	* 404-918-1473
	Mr. Richard Lankenau Dahlonega, GA	<input checked="" type="checkbox"/> C-08090 rlinterpret@yahoo.com	9/30/2013	* *	* 404-519-1583
	Ms. Claudia Mendez Porter Lawrenceville, GA	<input checked="" type="checkbox"/> C-04039 cmpttranslations@comcast.net	9/30/2013	770-609-5242 *	770-609-5242 770-712-3954
	Ms. Lucy Murcia Norcross, GA	<input checked="" type="checkbox"/> C-08082 *	9/30/2013	770-559-0489 *	* 678-468-3971
	Ms. Katherine Marie Murillo-Brueck Buford, GA	<input checked="" type="checkbox"/> C-04040 kmbinterpret@bellsouth.net	9/30/2013	* 404-371-2119	678-482-7937 678-549-6852
	Mr. Jaime Ramirez Lawrenceville, GA	<input checked="" type="checkbox"/> C-02025 jaimegramirez@hotmail.com	9/30/2013	* *	* 404-384-2692

Friday, January 11, 2013

* = Unpublished

Certified Court Interpreter Directory

County / Language	Name / Address	Certificate # / Email	Expiration	Home # Work #	Fax # Cell #
HALL					
Arabic					
	Ms. Sonia Atkins	<input checked="" type="checkbox"/> C-05046	9/30/2011	*	770-297-6224
	Gainesville, GA	afitservices@yahoo.com		770-256-5134	770-256-5134
Spanish					
	Ms. Melva Alicia Alvarado	<input checked="" type="checkbox"/> C-05054	9/30/2013	*	770-532-6235
	Flowery Branch, GA	malvarado@hallcounty.org		*	770-530-7539
	Mr. Vicente Bautista	<input checked="" type="checkbox"/> C-01002	9/30/2013	770-869-1187	770-718-1226
	Gainesville, GA	*		770-536-9546	678-316-0373
JACKSON					
Spanish					
	Ms. Mireya Sandoval	<input checked="" type="checkbox"/> C-08104	9/30/2013	*	*
	Hoschton, GA	sandoval.mireya@gmail.com		706-870-5584	706-870-5584
LAURENS					
Spanish					
	Ms. Pilar Archila	<input checked="" type="checkbox"/> C-08084	9/30/2013	478-275-8539	478-275-4159
	Dublin, GA	pilararchila@gmail.com		478-290-4607	478-290-4607

Certified Court Interpreter Directory

County / Language	Name / Address	Certificate # / Email	Expiration	Home # Work #	Fax # Cell #
OUT OF STATE					
Spanish					
	Mr. Carlos Santiago Almeida Charleston, SC	<input checked="" type="checkbox"/> C-08094 *	9/30/2013	* *	843-864-3344
	Ms. Ana Angelica Amador Palm Bay, FL	<input checked="" type="checkbox"/> C-01001 aninkwell@aol.com	9/30/2012	321-345-4561 *	706-407-8205
	Ms. Maria Jo Bernarducci Chuluota, FL	<input checked="" type="checkbox"/> C-07077 jobernarducci@ymail.com	9/30/2013	* *	* 407-951-2150
	Ms. Luna B. Gainer Charleston, SC	<input checked="" type="checkbox"/> C-04042 spanishincourt@comcast.net	9/30/2013	843-270-5588 843-270-5588	843-762-2737 843-270-5588
	Ms. Cynthia S. Hernandez Mt. Pleasant, SC	<input checked="" type="checkbox"/> C-04041 csmithhernandez@gmail.com	9/30/2013		* 843-327-5566
	Ms. Olga J. Kolz Miami, FL	<input checked="" type="checkbox"/> C-02022 kevin.a.kolz@cableonda.net	9/30/2011	507-236-8979 *	* 507-498-6116
	Mr. Woodward Lewis McAllen, TX	<input checked="" type="checkbox"/> C-03035 dwoodylewis@yahoo.com	9/30/2013	956-994-3113 956-369-2881	956-994-3113 956-369-2881
	Mr. Jaime Mena Peoria, AZ	<input checked="" type="checkbox"/> C-05058 amigointerpreting@hotmail.com	9/30/2011	623-255-1443 *	* 602-616-3958
	Ms. Claudia M. Moran Charleston, SC	<input checked="" type="checkbox"/> C-04043 claudiamoran1@hotmail.com	9/30/2013	* *	843-402-0863 843-343-9754
	Mrs. Ashley R. Ortiz Farmville, VA	<input checked="" type="checkbox"/> C-08100 ortizinterpreting@me.com	9/30/2013	* *	800-473-2410 540-295-4047
	Mr. Christian F. Ortiz Farmville, VA	<input checked="" type="checkbox"/> C-08101 ortizinterpreting@me.com	9/30/2013	* *	800-473-2410 540-295-3643
	Ms. Alina M. G. Paradoa Orlando, FL	<input checked="" type="checkbox"/> C-01016 speak4u@mail.com	9/30/2013	* 407-222-2631	* 407-222-2631
	Ms. Maricela Villalobos Charleston, SC	<input checked="" type="checkbox"/> C-05057 manakin67@hotmail.com	9/30/2013	843-722-0626 843-722-0626	843-722-0626 404-580-1429

Friday, January 11, 2013

* = Unpublished

Certified Court Interpreter Directory

County / Language	Name / Address	Certificate # / Email	Expiration	Home # Work #	Fax # Cell #
	Mr. Davor Zidovec	<input checked="" type="checkbox"/> C-05044	9/30/2013	904-721-9139	800-660-2769
	Jacksonville, FL	firstcoasti@yahoo.com		904-721-9139	973-454-9982

PAULDING

Spanish

Ms. Gina Acevedo	<input checked="" type="checkbox"/> C-07071	9/30/2013	*	*
Dallas, GA	giwimo@gmail.com		*	678-986-9148

PICKENS

Spanish

Ms. Rosemary L. King	<input checked="" type="checkbox"/> C-08113	9/30/2013	706-337-4414	*
Jasper, GA	kbark@frontiernet.net		770-265-1716	770-265-1716

RICHMOND

Spanish

Mr. Luis L. Navarro	<input checked="" type="checkbox"/> C-06061	9/30/2013	706-798-2333	
Augusta, GA	lnavarro@courtvoice.com		*	706-836-2874

TIFT

Spanish

Mr. Robert A. Carpenter	<input checked="" type="checkbox"/> C-08111	9/30/2013	229-256-4392	*
Tifton, GA	rcarp5@juno.com		229-391-4956	*

WHITFIELD

Spanish

Ms. Judith B. Camacho	<input checked="" type="checkbox"/> C-08089	9/30/2013	*	*
Dalton, GA	jclearviews@gmail.com		*	706-633-3142

Friday, January 11, 2013

* = Unpublished

6622 – MOBILE PHONES

Exhibit - Account summary for Superior Court Judges, current as of January 31, 2023.

CURRENT AS OF JANUARY 31, 2023

0101-500-1000-SUPJ-6622 (CHIEF JUDGE ARTHUR SMITH) **(monthly)**

706-325-2474 - JUDGE ALLEN	\$40.31
706-366-1866 - JUDGE FOLLOWILL	\$40.31
706-887-1258 - JOHN ALLEN	\$38.01
706-905-9513 – KENNETH FOLLOWILL	\$38.01
706-718-4383 – WILLIAM RUMER	\$40.31
706-304-3603 – CAROLINE KENNEDY	\$38.01
706-587-2013 – ART SMITH	\$38.01
706-905-9458 – LIZ BARKER	\$38.01

Monthly total: \$310.98

ACTUAL YEAR TOTAL: \$3,731.76

Requested: \$3,800.00 to account for Verizon cost change

Mayoral Budget: \$4,680.00 (OVERAGE of \$948.24, exceeding yearly amount needed)

0101-500-2150-SUPJ-6622 (JUDGE RON MULLINS)

706-505-8410 – OZELLA SMITH	\$38.01
706-580-2680 – RON MULLINS	\$38.01
762-207-9713 – RONALD MULLINS	\$38.29

Monthly total: \$114.31

ACTUAL YEAR TOTAL: \$1,371.72

Requested: \$1,400.00

Mayoral Budget: \$2,234.00 (OVERAGE of \$862.28, exceeding yearly amount needed)

0101-500-2160-SUPJ-6622 (JUDGE JOHN MARTIN)

706-329-8847 – YOSHI LEONARD	\$40.31
706-329-9256 – CYNTHIA MCDONALD / LAW CLERK LINE	\$40.31
706-464-2580 – JOHN MARTIN	\$40.31

Monthly total: \$120.93

ACTUAL YEAR TOTAL: \$1,451.16

Requested: \$1,500.00

Mayoral Budget: \$2,568.00 (OVERAGE of \$1,116.84, exceeding yearly amount needed)

0101-500-2170-SUPJ-6622 (JUDGE BEMON G. MCBRIDE)

706-464-8623 – GIL MCBRIDE	\$40.31
706-505-5271 – GIL MCBRIDE	\$38.01
706-905-9606 – JUDGE GIL MCBRIDE	\$38.01
706-304-5346 – ERIC CAVANAUGH	\$40.31

Monthly total: \$156.64

ACTUAL YEAR TOTAL: \$1,879.68

Requested: \$2,400.00

Mayoral Budget: \$0.00 (LESS \$1,879.68, to cover yearly amount needed)

0101-500-2180-SUPJ-6622 (JUDGE BOBBY PETERS)

706-326-4131 - BOBBY PETERS \$45.31

706-329-0374 – ANTONETTA LOPES \$38.01

706-580-0893 – DANE RUSSELL \$38.01

706-905-7327 – DANE RUSSELL \$46.13

706-905-7417 – ANTONETTA LOPES \$40.31

706-984-9721 – BOBBY PETERS \$38.01

762-207-0110 – BOBBY PETERS \$38.01

Monthly total: \$283.79

ACTUAL YEAR TOTAL: \$3,405.48

Requested: \$3,500.00

Mayoral Budget: \$3,264.00 (LESS \$141.48 of yearly amount needed)

0101-500-2190-SUPJ-6622 (JUDGE BEN RICHARDSON)

706-329-9378 – KALVIN KIRKSEY (VTC) \$40.31

706-326-2464 – BENJAMIN RICHARDSON \$38.03

706-580-4746 – JOHN BURNS \$38.01

706-905-0898 – JOHN BURNS \$40.31

762-207-9969 – ANNE FISH \$40.31

762-822-0157 – ANNE FISH MIFI \$38.63

Monthly total: \$235.60

ACTUAL YEAR TOTAL: \$2,827.20

Requested: \$2,900.00

Mayoral Budget: \$2,796.00 (LESS \$31.20 of yearly amount needed)

0101-500-2195-SUPJ-6622 (JUDGE MAUREEN GOTTFRIED)

706-329-9474 – LAW CLERK \$57.62

706-566-9209 – SUZANNE KRAUS \$40.31

706-577-2870 – MAUREEN GOTTFRIED \$38.01

706-580-2750 – SUZANNE KRAUS \$38.01

Monthly total: \$173.95

ACTUAL YEAR TOTAL: \$2,087.40

Requested: \$2,100.00

Mayoral Budget: \$1,656.00 (LESS \$434.40 of yearly amount needed)



Revised & Corrected list supplied to
CCG IT for changes - Jan 2023.

OLD
list

Overview of Lines, continued

Invoice Number 9921462585 Account Number 613408337-00001 Date Due 12/17/22 Page 18 of 3258

Charges by Cost Center	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Other Credits	Taxes, Governmental and Fees	Third-Party Charges (includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
0101-500-1000-SUPJ-6622														
706-325-2474 Judge Allen	1003	\$39.99	---	---	\$3.32	\$0.00	---	\$40.31	401	227	.227GB	---	---	---
*706-329-1783 Frank Jordan OFF	1008	\$39.99	---	---	\$3.32	\$0.00	---	\$40.31	---	---	---	---	---	---
706-366-1866 Judge Followill	1009	\$39.99	---	---	\$3.32	\$0.00	---	\$40.31	104	276	.327GB	---	---	---
706-464-8623 Gil McBride	1013	\$39.99	---	---	\$3.32	\$0.00	---	\$40.31	73	1,101	15.790GB	---	---	---
706-505-5271 Gil McBride	1022	\$37.99	---	---	\$0.02	\$0.00	---	\$38.01	---	---	2.522GB	---	---	---
*706-575-3023 Laura Jolley ? NOT US	1023	\$37.99	---	---	\$0.02	\$0.00	---	\$38.01	---	---	---	---	---	---
706-887-1258 John Allen	1024	\$37.99	---	---	\$0.02	\$0.00	---	\$38.01	---	---	---	---	---	---

9921462585 613408337-00001 12/17/22 19 of 3258

Charges by Cost Center										Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
Charges by Cost Center	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Other Charges and Credits	Taxes, Governmental and Fees	Third-Party Charges (includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming	
706-905-9513 Kenneth Followill	1025	\$37.99	---	---	\$0.02	\$0.00	---	\$38.01	---	---	12.274GB	---	---	---	
706-905-9606 Judge Gil McBride	1026	\$37.99	---	---	\$0.02	\$0.00	---	\$38.01	---	---	---	---	---	---	
Subtotal		\$349.91	\$0.00	\$0.00	\$11.38	\$0.00	\$0.00	\$351.29							
0101-500-2150-SUPJ-6622															
706-505-4810 Ozella Smith	1060	\$37.99	---	---	\$0.02	\$0.00	---	\$38.01	---	---	525.074GB	---	---	---	
706-580-2680 Ron Mullins	1061	\$37.99	---	---	\$0.02	\$0.00	---	\$38.01	---	---	---	---	---	---	
762-207-9713 Ronald Mullins	1062	\$37.99	\$0.28	---	\$0.02	\$0.00	---	\$38.29	---	14	12.444GB	---	---	---	
Subtotal		\$113.97	\$0.28	\$0.00	\$0.06	\$0.00	\$0.00	\$114.31							



Invoice Number Account Number Date Due Page

9921462565 613408337-00001 12/17/22 20 of 3258

Overview of Lines, continued

Charges by Cost Center	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Other Credits	Taxes, Governmental and Fees	Third-Party Charges (includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
0101-500-2160-SUPJ-6622														
706-304-5346 Eric Cavanaugh	1063	\$39.99	---	---	\$.32	\$.00	---	\$40.31	283	941	23.617GB	---	---	---
706-329-8847 Yoshi Leonard	1071	\$39.99	---	---	\$.32	\$.00	---	\$40.31	---	---	---	---	---	---
706-329-9256 Cynthia McDonald	1072	\$39.99	---	---	\$.32	\$.00	---	\$40.31	---	---	---	---	---	---
706-464-2580 John Martin	1073	\$39.99	---	---	\$.32	\$.00	---	\$40.31	68	518	14.260GB	---	---	---
706-577-2708 Ronnie Battle	1078	\$39.99	---	---	\$.32	\$.00	---	\$40.31	---	---	---	---	---	---
706-577-3000 Tami Blackshear	1079	\$39.99	---	---	\$.32	\$.00	---	\$40.31	---	---	---	---	---	---
706-718-4383 William Rumer	1080	\$39.99	---	---	\$.32	\$.00	---	\$40.31	48	111	2.880GB	---	---	---
706-207-8748 Eric Cavanaugh	1082	\$37.99	---	---	\$.02	\$.00	---	\$38.01	---	---	309.029GB	---	---	---
706-822-2048 William Rumer	1083	\$37.99	---	---	\$.02	\$.00	---	\$38.01	---	---	---	---	---	---
Subtotal		\$355.91	\$.00	\$.00	\$2.28	\$.00	\$.00	\$358.19	---	---	---	---	---	---
0101-500-2170-SUPJ-6622														
706-304-3603 Caroline Kennedy	1084	\$37.99	---	---	\$.02	\$.00	---	\$38.01	---	---	30.475GB	---	---	---
706-329-9378 Kalvin Kirksey	1085	\$39.99	---	---	\$.32	\$.00	---	\$40.31	116	858	5.834GB	---	---	---
706-575-1224 John Brewer	1088	\$44.99	---	---	\$.32	\$.00	---	\$45.31	---	---	---	---	---	---
706-587-2013 Art Smith	1089	\$37.99	---	---	\$.02	\$.00	---	\$38.01	---	---	1.152GB	---	---	---
706-905-9458 Liz Barker	1090	\$37.99	---	---	\$.02	\$.00	---	\$38.01	---	---	3.861GB	---	---	---
Subtotal		\$198.95	\$.00	\$.00	\$.70	\$.00	\$.00	\$199.65	---	---	---	---	---	---
0101-500-2180-SUPJ-6622														
706-326-4131 Bobby Peters	1091	\$44.99	---	---	\$.32	\$.00	---	\$45.31	206	550	1.958GB	---	---	---
706-329-0374 Antonetta Lopes	1097	\$37.99	---	---	\$.02	\$.00	---	\$38.01	---	---	37.212GB	---	---	---
706-580-0893 Dane Russell	1098	\$37.99	---	---	\$.02	\$.00	---	\$38.01	---	---	---	---	---	---
706-905-7327 Dane Russell	1099	\$45.74	---	---	\$.39	\$.00	---	\$46.13	3	25	7.688GB	---	---	---
706-905-7417 Antonetta Lopes	1100	\$39.99	---	---	\$.32	\$.00	---	\$40.31	3218	2,639	29.372GB	---	---	---
706-984-9721 Bobby Peters	1133	\$37.99	---	---	\$.02	\$.00	---	\$38.01	---	---	348.654GB	---	---	---
706-207-0110 Bobby Peters	1134	\$37.99	---	---	\$.02	\$.00	---	\$38.01	---	---	16.175GB	---	---	---
Subtotal		\$282.68	\$.00	\$.00	\$1.11	\$.00	\$.00	\$283.79	---	---	---	---	---	---
0101-500-2190-SUPJ-6622														
706-326-2464 Benjamin Richardson	1135	\$37.99	\$.02	---	\$.02	\$.00	---	\$38.03	---	1	10.157GB	---	---	---
706-580-4746 John Burns	1136	\$37.99	---	---	\$.02	\$.00	---	\$38.01	---	---	.001GB	---	---	---
706-905-0898 John Burns	1137	\$39.99	---	---	\$.32	\$.00	---	\$40.31	---	18	7.043GB	---	---	---
706-905-9819 Law Clerk	1138	\$37.99	---	---	\$.02	\$.00	---	\$38.01	---	---	2.958GB	---	---	---



Invoice Number Account Number Date Due Page

9921462565 613408337-00001 12/17/22 21 of 3258

Overview of Lines, continued

Charges by Cost Center	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Other Credits	Taxes, Governmental and Fees	Third-Party Charges (includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
762-207-9969 Anne Fish	2190	1139	\$39.99	---	---	\$-.32	\$-.00	---	---	---	---	---	---	---
762-822-0157 Anne Fish Mfi	2190	1140	\$37.99	---	---	\$-.02	\$-.00	---	---	31	19.194GB	---	---	---
Subtotal			\$231.94	\$-.64	\$-.00	\$-.72	\$-.00	\$-.00						
0101-500-2195-SUPJ-6622														
706-329-9474 Chelsea Bentley	1141	\$57.60	---	---	\$-.02	\$-.00	---	\$57.62	---	---	---	---	---	---
706-566-9209 Suzanne Kraus	1142	\$39.99	---	---	\$-.32	\$-.00	---	\$40.31	---	---	---	---	---	---
706-577-2870 Maureen Gottfried	1143	\$37.99	---	---	\$-.02	\$-.00	---	\$38.01	---	---	29.553GB	---	---	---
706-580-2750 Suzanne Kraus	1144	\$37.99	---	---	\$-.02	\$-.00	---	\$38.01	---	---	6.428GB	---	---	---
Subtotal			\$173.57	\$-.00	\$-.00	\$-.38	\$-.00	\$-.00						

6632 – COPIER CHARGES

Exhibit – Canon copier accounts summary for Superior Court Judges, with leases and copy count estimation figures.

*Copy count estimations were estimated by receiving the January 2023, count summary from CCG IT, for each Judge. I then broke down the black and white / color copy costs for each Judge and multiplied by 12 for the yearly possible estimation on counts. This amount was added to the baseline total for the lease amount PLUS an additional \$50.00, per Judge, to account for underestimation of copy counts.

**Copy count estimation for the Court Reporter machine was obtained by calculating the following: 7 total reporters x 1000 black and white copies per month at \$6.00 and 7 reporters x 100 color copies per month at \$3.90 per reporter for a total of \$9.90 per month. Average that to \$10.00 x 7 reporters = \$70.00 per month / 70 x 12 months = \$840.00 for copy count costs for the court reporters. This amount was added to the baseline total for the lease amount under 1000 – Chief Judge.

0101-500-1000-SUPJ-6632 (CHIEF JUDGE ARTHUR SMITH)

Lease total: \$109.61

Court Reporter Monthly Lease total: \$59.04

TOTAL for BOTH: \$2,023.80

Copy Count Estimation for Judge Smith: \$237.36

Copy Count Estimation for Court Reporters: \$840.00

Total requested with copy count: \$3,150.00

Mayoral Budget: \$1,000.00 (LESS \$2,150.00, to cover yearly amount needed)

(LESS \$1,023.80 to cover yearly LEASE amount, only.)

0101-500-2150-SUPJ-6632 (JUDGE RON MULLINS)

Lease total: \$60.56 x 12 = \$726.72

Copy Count Estimation: \$320.64

Total requested with copy count: \$1,097.00

Mayoral Budget: \$500.00 (LESS \$597.00, to cover yearly amount needed)

(LESS \$226.72 to cover yearly LEASE amount, only.)

0101-500-2160-SUPJ-6632 (JUDGE JOHN MARTIN)

Lease total: \$124.40 x 12 = \$1,492.80

Copy Count Estimation: \$292.56

Total requested with copy count: \$1,835.00

Mayoral Budget: \$500.00 (LESS \$1,335.00, to cover yearly amount needed)

(LESS \$992.80 to cover yearly LEASE amount, only.)

0101-500-2170-SUPJ-6632 (JUDGE BEMON G. MCBRIDE)

Lease total: \$60.56 x 12 = \$726.72

Copy Count Estimation: \$6.84

Total requested with copy count: \$784.00

Mayoral Budget: \$500.00 (LESS \$284.00, to cover yearly amount needed)

(LESS \$226.72 to cover yearly LEASE amount, only.)**0101-500-2180-SUPJ-6632 (JUDGE BOBBY PETERS)**

Lease total: \$66.56 x 12 = \$798.72

Copy Count Estimation: \$350.40

Total requested with copy count: \$1,199.00

Mayoral Budget: \$1,500.00 (OVERAGE of \$301.00, to cover yearly amount needed)

(OVERAGE of \$701.28 to cover yearly LEASE amount, only.)**0101-500-2190-SUPJ-6632 (JUDGE BEN RICHARDSON)**

Lease total: \$96.73 x 12 = \$1,160.76

Copy Count Estimation: \$5.76

Total requested with copy count: \$1,216.00

Mayoral Budget: \$1,560.00 (OVERAGE of \$284.00, to cover yearly amount needed)

(OVERAGE of \$399.24 to cover yearly LEASE amount, only.)**0101-500-2195-SUPJ-6632 (JUDGE MAUREEN GOTTFRIED)**

Lease total: \$60.56 x 12 = \$726.72

Copy Count Estimation: \$24.36

Total requested with copy count: \$777.00

*(** A mistake was made in this rounding and it should have been consistent with the other \$50.00 used in all Judges' estimations – to equal a requested amount of **\$801.08****)*

Mayoral Budget: \$500.00 (LESS \$277.00, to cover yearly amount needed)

(LESS \$226.72 to cover yearly LEASE amount, only.)

0101-500-1000 - Chief Judge Smith

New Canon Copier Quote

Judge Art Smith C5840i 3- trays (\$129xxxx)

Lease: \$109.61 a month

Qty	Item Code	Description
1	3827C002	IMAGERUNNER ADVANCE DX C5840I
1	4031C002	HIGH CAPACITY CASSETTE FEEDING UNIT-C1
1	4000C002	INNER FINISHER-L1
1	1972V064	ESP NEXT GEN PCS POWER FILTER 120VOLTS 15 AMP XG-PCS-15D
1	2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM
1	3923V843	INSTALL PAK DX C5870I/C5860i/C5850i/C5840i

0101-500-1000 - Court Reporters

New Canon Copier Quote

Court Reporter 4725i with 2 trays (S1291892)

Lease: \$59.04 a month

Qty	Item Code	Description
1	4056C002	IMAGERUNNER ADVANCE DX 4725i
1	2299C001	CABINET TYPE-Q
1	1423C002	INNER FINISHER-J1
1	3813C001	DADF-BA1
1	1972V064	ESP NEXT GEN PCS POWER FILTER (120V/15A) XG-PCS-15D
1	2368V119	LOW VOLUME CONNECTIVITY UP TO 30PPM
1	3752V507	IMAGERUNNER ADV DX 4735/4725 INSTALL PAK

0101-500-2150 - Judge Mullins

New Canon Copier Quote

Judge Mullins C3826i w/ 2 trays (\$1293249)

Lease: \$60.56 a month

Qty	Item Code	Description
1	4914C002	IMAGERUNNER ADVANCE DX C3826I
1	5634C001	CABINET TYPE-W
1	4000C002	INNER FINISHER-L1
1	2368V119	LOW VOLUME CONNECTIVITY UP TO 30PPM
1	1972V064	ESP NEXT GEN PCS POWER FILTER (120V/15A) XG-PCS-15D
1	3754V837	IR ADV DX C3730/3725/3835/3830/3826 INSTALL PAK

0101-500-2160 - Judge Martin

New Canon Copier Quote

Judge Martin C5850i Four trays (\$1293246)

Lease: \$124.40 a month

Qty	Item Code	Description
1	3826C002	IMAGERUNNER ADVANCE DX C5850I
1	4030C002	CASSETTE FEEDING UNIT-AQ1
1	3999C002	STAPLE FINISHER-AB1
1	4003C002	BUFFER PASS UNIT-P1
1	1972V064	ESP NEXT GEN PCS POWER FILTER (120V/15A) XG-PCS-15D
1	2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM
1	3923V843	INSTALL PAK DX C5870I/C5860I/C5850I/C5840I

0101-500-2170 - Judge McBride

New Canon Copier Quote

Judge McBride C3826i w/ 2 trays (S1292868)

Lease: \$60.56 a month

Qty	Item Code	Description
1	4914C002	IMAGERUNNER ADVANCE DX C3826I
1	5634C001	CABINET TYPE-W
1	4000C002	INNER FINISHER-L1
1	2368V119	LOW VOLUME CONNECTIVITY UP TO 30PPM
1	1972V064	ESP NEXT GEN PCS POWER FILTER (120V/15A) XG-PCS-15D
1	3754V837	IR ADV DX C3730/3725/3835/3830/3826 INSTALL PAK

0101-000-2180-Judge Peters

New Canon Copier Quote

Judge Peters C3826i w/4 trays (\$1293251)

Lease: \$66.56 a month

Qty	Item Code	Description
1	4914C002	IMAGERUNNER ADVANCE DX C3826I
1	4917C002	CASSETTE FEEDING UNIT-AW1
1	4000C002	INNER FINISHER-L1
1	2368V119	LOW VOLUME CONNECTIVITY UP TO 30PPM
1	1972V064	ESP NEXT GEN PCS POWER FILTER (120V/15A) XG-PCS-15D
1	3754V837	IR ADV DX C3730/3725/3835/3830/3826 INSTALL PAK

- able to staple
- color copies
- scan to our emails

0101 - 500 - 2190 - Judge Richardson

New Canon Copier Quote

Judge Richardson C5840i Two trays (\$1293259)

Lease: \$96.73 a month

Qty	Item Code	Description
1	3827C002	IMAGERUNNER ADVANCE DX C5840I
1	4000C002	INNER FINISHER-L1
1	5358C001	CABINET TYPE-V
1	1972V064	ESP NEXT GEN PCS POWER FILTER (120V/15A) XG-PCS-15D
1	2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM
1	3923V843	INSTALL PAK DX C5870I/C5860i/C5850i/C5840i

0101-500-2195-Judge Gottfried

New Canon Copier Quote

Judge Gottfried C3826i w/ 2 trays (S1292862)

Lease: \$60.56 a month

Qty	Item Code	Description
1	4914C002	IMAGERUNNER ADVANCE DX C3826I
1	5634C001	CABINET TYPE-W
1	4000C002	INNER FINISHER-L1
1	2368V119	LOW VOLUME CONNECTIVITY UP TO 30PPM
1	1972V064	ESP NEXT GEN PCS POWER FILTER (120V/15A) XG-PCS-15D
1	3754V837	IR ADV DX C3730/3725/3835/3830/3826 INSTALL PAK

Device	SerialNumber	SmallBW	SmallColor	LargeBW	LargeColor	TotalPrint	TotalCopy	TotalScan	Total
Judge Mullins	3GA09873	4454	0	0	0	2750	1704	730	4454
Judge Prather	3XU01511	28	0	0	0	25	3	8	28
Judge Smith	2Y120218	2062	190	0	0	1576	676	764	2252
Judge Martin	2XW08103	1365	415	0	0	1330	450	507	1780
Judge Peters	3GA10103	1518	515	0	0	1625	408	311	2033
Judge Gottfried	3GA09875	339	0	0	0	271	68	58	339
Judge McBride	4CD05409	95	0	0	0	11	84	156	95
Judge Richardson Chambers	2Y116568	80	0	0	0	62	18	25	80

CAPITAL OUTLAY

Exhibit – Stenograph Luminex II machine product page



Product name or

Product Search



Unit

Item #4.

[Home](#) › [Products](#) › [Our Writers](#) › [Buy Writer](#) › Luminex II

Luminex II

Contact your local sales rep for special offers in your area!

Cash/credit card price not combinable with 0% financing or trade-in.

13 product(s) found

View:

Sort by: [Featured Items - ascending](#) ▼



Luminex II Black Tie

~~\$5,995.00~~ **\$4,895.⁰⁰**



Luminex II Blush and White

~~\$5,995.00~~ **\$4,795.⁰⁰**





Luminex II Sapphire and Black

~~\$5,995.00~~ **\$4,795.⁰⁰**



Luminex II Sapphire and White

~~\$5,995.00~~ **\$4,795.⁰⁰**



Luminex II All Black

~~\$5,995.00~~ **\$4,795.⁰⁰**



Luminex II Smoke and Black

~~\$5,995.00~~ **\$4,795.⁰⁰**

Item #4.



Luminex II Smoke and White

~~\$5,995.00~~ **\$4,795.⁰⁰**



Luminex II White and White

~~\$5,995.00~~ **\$4,795.⁰⁰**



Luminex II White and Black

~~\$5,995.00~~ **\$4,795.⁰⁰**

Show next 9 products

FILTERS



LUMINEX (9)
LUMINEX CSE (4)

- [Home](#)
[Shopping Cart](#)
- [Login](#)
[Tax Benefits](#)
- [Help](#)
- [Contact Us](#)
- [Careers](#)

© Copyright 2023 Stenograph L.L.C. All rights reserved.
[Terms and Conditions](#) [Website Terms of Use](#) [Privacy & Cookies](#)



DIRECTOR OF ACCOUNTABILITY COURTS

Why do we need the Director position?

- Consolidating the leadership of the programs allows for the consolidation of grant funding and resources which is in line with the vision of the CACJ for circuits with multiple programs.
- Offers a specialized and unique administrative position to oversee and manage accountability courts in the circuit.
- Enables Judges to focus on legal responsibilities.
- Handles grant matters, finances of the programs and HR issues.
- Budgets for these programs have grown 4x greater in 10 years.
- Staff of these programs have grown with funding and expansion of services and will continue to grow with the re-establishment of the Mental Health Court.
- The accountability courts of Chattahoochee Superior Court currently operate with more than \$1.2 Million dollars a year in grant funding.
- All programs are required to be certified by the CACJ and adhere to the state Standards for each individual program.
- Administration of these programs should be unified under the Offices of Superior Court and not individualized.

Why should Columbus invest in these programs?

- Accountability courts currently serve approximately 100 persons with addiction and Veterans in our circuit. With the onset of Mental Health court, we will have the capacity to serve approximately 200 persons total.
- Current programs are in line with best practices and have a retention rate of 71%.
- Using *US Bureau of Labor Statistics Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates Columbus Georgia-Alabama (May, 2019)* data, it is estimated that drug court participants contribute \$2,185,080 annually to the area community and economy through employment wage contributions.
- Referral to entry time should be less than 30 days – leading moving individuals out of the jail and into treatment services.

ADULT DRUG COURT	
DAYNA NEWTON	FULL TIME
CLIFF STOKES	FULL TIME
ADRIENNE HAYS	FULL TIME
CRISCELLA KIRK	FULL TIME
DUSTIN HORN	FULL TIME
TABATHA MOSS	FULL TIME
TODD WILSON	FULL-TIME
SAMUEL ESTRADA	PART TIME
LARRY MONTGOMERY	FULL-TIME
STEPHEN STRICKLAND	FULL-TIME
TONYA GRIGGS	FULL-TIME
SURVEILLANCE OFFICER	PART TIME
SURVEILLANCE OFFICER	PART TIME
SURVEILLANCE OFFICER	PART TIME
SURVEILLANCE OFFICER	PART TIME
ELIZABETH HILL	FULL-TIME

VETERAN'S COURT	
KALVIN KIRKSEY	
DESI MONTGOMERY	
LEGEND	

VET SURVEILLANCE TIME

JUDGE	JUDICIAL ASSISTANT	LAW CLERK	COURT REPORTER
BOBBY PETERS	ANTONETTA LOPES	OPEN CITY SLOT	MICHAEL D. RUSSELL
GIL MCBRIDE	JAMES RICH	GREGORY PRIDGEN	ERIC CAVANAUGH
ARTHUR SMITH	LIZ BARKER	CAROLINE KENNEDY	PEGGY LITTLE
RON MULLINS	OZELLA SMITH	STEPHANIE CALDWELL	COURTNEY GRAY
MAUREEN GOTTFRIED	SUZANNE KRAUS	CULLEN MASON	KATHY BOSTIC
BEN RICHARDSON	ANNE FISH	JOHN BURNS	WHITNEY VARDMAN
JOHN MARTIN	YOSHI LEONARD	CLINT MARTIN	INNA RUSSELL
OTHER OFFICES UNDER SUPERIOR COURT JUDGES:			
COURT ADMINISTRATOR**			
ED BERRY			
LAW LIBRARY	FULL OR PART TIME		ARPA
MARTHA DICUS	FULL TIME		OPEN SPOT TO BE FILLED
PAM WYNN	PART TIME		RAINE MILLER
JURY MANAGER			
SONYA KIBBLE	FULL TIME		
PAMELA WHITTLESEY	FULL TIME		
JESSICA BENSON	PART TIME		
ADULT DRUG COURT			VETERAN'S COURT
DAYNA NEWTON	FULL TIME		KALVIN KIRKSEY
BRIANA DAVIS	FULL TIME		
CLIFF STOKES	FULL TIME		
CRISCELLA KIRK	FULL TIME		
DUSTIN HORN	FULL TIME		
TABATHA MOSS	FULL TIME		
TODD WILSON	PART TIME		
SAMUEL ESTRADA	PART TIME		
LEGEND			
			STATE PAID
			CITY PAID
			GRANT PAID
			CITY SUPPLEMENT

Job Assessment Tool ©

Columbus Consolidated Government

Employee's Name:	Vacant
Individual Completing JAT (if different than above):	
Phone/Extension:	
Job Title:	
Agency/Department:	
Working Title:	
Date:	
E-mail Address:	
User ID for online JAT:	

The Job Assessment Tool is a document used to gather information from employees about their jobs. Specifically, you will be asked to give us feedback on your role, responsibilities, and duties in the organization.

Your information is critical to Evergreen Solutions' review of how fairly the organization compensates employees performing similar jobs. The Evergreen Solutions team will use this information to determine how work is organized, to recommend appropriate pay levels and ranges, and to design a new compensation and classification system that is fair and equitable to all employees.

Your information is not used to assess individual performance, adjust staffing levels in your organization, reduce current salaries, or eliminate positions.

Please complete all sections to the best of your ability. By providing clear and complete information about your job, you can help the Evergreen Solutions team gain a thorough understanding of the jobs in your organization.



Evergreen Solutions, LLC
 2878 Remington Green Circle
 Tallahassee, Florida 32308
 850.383.0111
 850.383.1511 fax
www.ConsultEvergreen.com

SECTION 1.0 JOB DESCRIPTION

Briefly provide an overview of your job, including a description of the purpose of your job and the type of work you do. This may be the same as the introduction to your current job description, but it does not need to be.

The Director of Accountability Courts administers and coordinates the mental health, veteran's treatment and drug court services for the Chattahoochee Judicial Circuit and ensures the program's compliance with all court policies and procedures. This position is responsible for the overall coordination, management, administration and operation all of the superior court accountability courts and the Chattahoochee Judicial Drug Testing Lab.

Please indicate below the number of people you supervise directly and/or indirectly.

Directly: 7 (Direct supervision is the management or supervision of employees who report work to you and who you evaluate without assistance. Please do not include subcontractors.)

Indirectly: 15 (Indirect supervision is the management or oversight of employees who report to you through another supervisor who reports directly to you. Please do not include subcontractors.)

TYPE OF WORK PERFORMED

Please check the one box that best describes the type of work you do. If you check box 3, 4, or 5 there are additional questions below.

- | | |
|--|--|
| 1. <input type="checkbox"/> Clerical or Manual | 4. <input type="checkbox"/> Managerial/Professional |
| 2. <input type="checkbox"/> Technical/Paraprofessional | 5. <input checked="" type="checkbox"/> Executive/Advanced Professional |
| 3. <input type="checkbox"/> Administrator | 6. <input type="checkbox"/> Laborer/Trade-Based Occupations |

EDUCATION

*To perform your job correctly, how much education should you be **required** to have?*

- | | |
|---|---|
| <input type="checkbox"/> Up to and including some high school | <input checked="" type="checkbox"/> Master's Degree |
| <input type="checkbox"/> High school diploma/GED | <input type="checkbox"/> Doctorate Degree |
| <input type="checkbox"/> Associate's Degree | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Bachelor's Degree | |

Job Assessment Tool

WORK EXPERIENCE

To perform your job correctly, how much experience should you be **required** to have?

- ☐ No experience required
- ☐ Six months
- ☐ 1 Year
- ☐ 2 Years
- ☐ 3 Years
- ☐ 4 Years
- ☒ 5 Years
- ☐ 6 Years
- ☐ 7-10 Years
- ☐ Over 10 Years

Please list any licenses, certifications, or professional designations you believe should be **required** for your position.

Please list any licenses, certifications, or professional designations you believe should be **preferred** for your position.

Certified Accountability Court Coordinator

SECTION 2.0 JOB FUNCTIONS

In the tables provided on following pages, please include all **essential** job functions you perform. For every function you list, please note how often you perform the function—Daily, Weekly, Monthly, A Few Times Per Year, or Annually. Then, estimate the total percent of your time spent on each function on an annual basis. Lastly, please check off the **five** most important functions you perform.

JOB FUNCTIONS

Job Function	Assists in planning, organizing, coordinating, directing, and evaluating the assigned programs to ensure optimum efficiency and effectiveness
Percentage of time spent on function	10
Most Important Function	<input type="checkbox"/> YES

Job Function	Participates as a team member, committing to the program mission and goals and works to ensure their success
Percentage of time spent on function	15
Most Important Function	<input checked="" type="checkbox"/> YES

Job Function	Serves as a central clearinghouse where all relevant information is communicated and ensures no conflicting information is given to participants or program partners
Percentage of time spent on function	10
Most Important Function	<input type="checkbox"/> YES

Job Function	Educates referral sources and community on eligibility standards and program goals. Develops team-building activities and conducts staff replacement training.
Percentage of time spent on function	5
Most Important Function	<input type="checkbox"/> YES

JOB FUNCTIONS (Continued)

Job Function	Develops police and corrections linkage to improve supervision and agency coordination.
Percentage of time spent on function	5
Most Important Function	<input type="checkbox"/> YES



Job Function	Develops community and business resources to obtain incentives, job opportunities, and alternative assistance options.
Percentage of time spent on function	5
Most Important Function	<input type="checkbox"/> YES

Job Function	Purchases all necessary supplies and monitors inventory levels in a manner which facilitates efficient operation of the programs. Prepares staffing agendas and distributes electronically prior to staffing sessions.
Percentage of time spent on function	10
Most Important Function	<input type="checkbox"/> YES

Job Function	Prepares annual budget for the division, applies for grant funding, completes quarterly sub-grant reports timely, reviews and initially approves division invoices, tracks division expenditures, produces monthly statistical and financial reports, and supervises staff.
Percentage of time spent on function	10
Most Important Function	<input type="checkbox"/> YES

JOB FUNCTIONS (Continued)

Job Function	Grant writing and management for all state and federal grant funding lines for the Department of Accountability Courts.
Percentage of time spent on function	10



Most Important Function

☐ YES

Job Function	Provide technical assistance to treatment providers, case managers, clinicians, and vendors
Percentage of time spent on function	5
Most Important Function	<input type="checkbox"/> YES

Job Function	Assist with training staff on evidence-based practices related to State Standards and Best Practices.
Percentage of time spent on function	5
Most Important Function	<input type="checkbox"/> YES

Job Function	Assesses program needs and recommends changes to enhance and increase effectiveness
Percentage of time spent on function	5
Most Important Function	<input type="checkbox"/> YES



JOB FUNCTIONS (Continued)

Job Function	Work with Coordinators to ensure all program maintain State of GA certification required for funding.
Percentage of time spent on function	5
Most Important Function	<input type="checkbox"/> YES

Job Function	
Percentage of time spent on function	
Most Important Function	<input type="checkbox"/> YES

Job Function	
Percentage of time spent on function	
Most Important Function	<input type="checkbox"/> YES

Job Function	
Percentage of time spent on function	
Most Important Function	<input type="checkbox"/> YES



SECTION 3.0 JOB FACTORS

LEADERSHIP

Please read the responses below and pick the **one closest match** to your level of leadership in the organization.

- I follow specific directions provided by my supervisor and receive feedback on what I do. ☐ Closest Match
- I have procedures to follow for my work and my supervisor checks my work often. ☐ Closest Match
- I have guidelines for my work, but I determine the approach for doing the work. My supervisor focuses on the outcomes of my work. ☐ Closest Match
- I work from a general outline of duties and responsibilities. Other employees assist me in completing our work. ☐ Closest Match
- I oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units. ☐ Closest Match
- I organize work around broad organizational goals and processes. My supervisor oversees my activities through regular meetings. ☐ Closest Match
- I oversee, plan, and implement major programs and services for the organization. I report on my progress to the organization's executive team. ☒ Closest Match
- I determine strategy as well as long range goals for the organization. I design processes, allocate resources, and report to elected officials or the public. ☐ Closest Match

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

I oversee, plan and implement major court programs in accordance with the state and federal best practices. I report regularly to the superior court judges on the status of the programs.

Job Assessment Tool

WORKING CONDITIONS

Please read the responses below and pick the **one closest match** to the working conditions you experience in your job.

- I work in a relatively safe, secure, and stable work environment. ☐ Closest Match
- I work in a safe and secure work environment that may periodically have unpredicted requirements or demands. ☐ Closest Match
- I work in a dynamic environment that requires me to be sensitive to change and responsive to changing goals, priorities, and needs. ☐ Closest Match
- I work in an environment with heavy equipment and machinery that could result in bodily harm to my co-workers or others. ☐ Closest Match
- I deal with crisis situations that require me to make major decisions involving people, resources, and property. ☐ Closest Match
- I spend part of my time working in an environment where errors on my part can lead to significant physical or mental consequences for me or others. ☐ Closest Match
- I spend most of my time working in a physically threatening environment that requires me to make life and death decisions for me and others. ☐ Closest Match
- I regularly make decisions that could lead to major community or organizational consequences if I fail to make the appropriate decision at the time. ☒ Closest Match

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

I regularly make personnel decision and policy decisions that affect the organization as a whole. With multiple federal grants and funding sources, failure to report in a timely manner or appropriately could result in a drastic loss in funding.

Job Assessment Tool

COMPLEXITY

Please read the responses below and pick the **one closest match** to the level of complexity of your job.

I perform specific clerical or manual tasks. Some of my typical responsibilities may include copying, maintaining files, or entering data OR utilizing light mechanical equipment such as a vehicle, lawn mower, or hand tool OR clean and maintain a facility. ☐ Closest Match

I perform work that necessitates some specialized knowledge of clerical or trades-based tasks. Some of the typical responsibilities include gathering, formatting, or visually analyzing data OR operating construction or warehouse equipment (moving vans, dump trucks, front-end loaders). ☐ Closest Match

I perform technical or trades-based work that requires a solid understanding of basic algebra and statistics OR use of heavy equipment. Some of the tasks performed include participating in data collection and detailed analysis; reporting on the accomplishment of specific departmental goals and tasks; OR operating or repairing heavy equipment (bulldozers, cranes, graders). ☐ Closest Match

I perform entry-level professional work including basic data analysis and synthesis, report creation, process performance, and regulatory or compliance activities. My work involves statistics, operations analysis, or forecasting. ☐ Closest Match

I perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills. ☐ Closest Match

I perform work that encompasses advanced technical, scientific, legal, or mathematical concepts. My work directly contributes to the implementation of specific policies, programs, or initiatives of the organization. ☐ Closest Match

I oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization. I analyze and make recommendations on how to improve the operational performance of the organization. ☐ Closest Match

I develop policies, long range plans, and allocate funds. I make decisions that involve multiple priorities, limited resources, and internal and external challenges. Most of my decisions impact the organization as a whole. I report to elected or appointed officials who hold me accountable for the success of the organization. ☒ Closest Match

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

Because these programs are mainly grant funded, a large part of this position is managing funding resources and ensuring that funds are used for the betterment of the program. Allocation of funds to most needed areas and in accordance with the strategic plan for the organization. This position reports directly to the Superior Court Judges who oversee these programs.

DECISION MAKING

Please read the responses below and pick the **one closest match** to the level of decision making of your job.

- I perform routine or clearly defined activities under close supervision. Most of my decisions regarding my activities and priorities are made by supervisors. ☐ Closest Match
- I follow specific procedures that may result in interaction with co-workers, citizens, or other individuals. I make a few decisions regarding my activities and priorities. ☐ Closest Match
- I work in a responsive environment where co-workers or citizens bring problems to me for resolution. I am responsible for determining the problem and creating an individual solution for the issue. ☐ Closest Match
- I make decisions that govern my activities as well as others. My decisions impact how our unit provides services and support to internal and external customers. ☐ Closest Match
- I follow basic guidelines for operational activities. I make decisions that govern the activities and behaviors of staff members. My work directly impacts other workers, citizens, or both. ☐ Closest Match
- I oversee numerous functions and staff. I am principally responsible for determining policies and procedures that will ensure the success of our operation. ☐ Closest Match
- I am responsible for determining goals, policies, and desired outcomes for multiple units. I determine the appropriate level of resources to meet the organization's needs. ☐ Closest Match
- I perform work that involves high level issues, processes, or organizational needs. My decisions impact the community at large, most of the staff, or both. I am evaluated by elected officials or senior managers based on the outcomes of my decisions. ☒ Closest Match

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

All personnel decisions, funding decisions and programmatic decisions are made by this position with the oversight of and permission of elected officials.



RELATIONSHIPS

Please read the responses below and pick the **one closest match** to types of relationships present in your position.

I work primarily alone.

☐ Closest Match

I work with less than ten co-workers who are mostly engaged in the same activities as me.

☐ Closest Match

I work with more than ten coworkers who mostly engage in the same activities as me.

☐ Closest Match

I oversee and manage more than two employees in the organization performing similar work.

☐ Closest Match

I oversee and manage more than two employees in the organization performing different types of work.

☐ Closest Match

I oversee and manage work involving multiple units. I work regularly with other managers to successfully meet the goals and objectives of our organization.

☐ Closest Match

I provide updates to senior managers, elected officials, or other community groups or organizations. I work regularly with other Directors or senior managers to ensure the provision of efficient and effective services. Part of my performance is tied to how well I respond to members of the community or internal peers within the organization.

☐ Closest Match

I interact with senior managers, citizens, and elected officials on a regular basis. My primary role in the organization is to ensure that the principles and objectives of the elected officials are implemented in an efficient and effective manner.

☒ Closest Match

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

The primary role of this position is to ensure the principles and objectives of elected officials are implemented in an efficient and effective manner. This position also requires the same principles and objectives are implemented according to the national best practices and the state of Ga standards.



SECTION 4.0 EQUIPMENT AND MACHINERY

Please check each box that applies to the use of equipment and/or machinery in your job. You may check as many boxes as apply.

- | | |
|--|---|
| <input type="checkbox"/> Does not apply to my job | <input type="checkbox"/> Repair, develop, or install computer hardware or network systems |
| <input checked="" type="checkbox"/> Use small office equipment, including copy machines or multi-line telephone systems | <input type="checkbox"/> Repair, develop, or install complex software or management information systems |
| <input checked="" type="checkbox"/> Use computers for data entry | <input type="checkbox"/> Supervise employees using or repairing heavy or complex machinery |
| <input checked="" type="checkbox"/> Use computers for word processing and/or accounting purposes | <input type="checkbox"/> Supervise employees developing, installing, or repairing technology systems |
| <input type="checkbox"/> Use highly technical computer applications, such as GIS or CAD | <input type="checkbox"/> Establish policies for using, acquiring, and/or maintaining heavy or complex machinery |
| <input type="checkbox"/> Use or repair small/light equipment, such as power tools | <input type="checkbox"/> Establish policies for using, acquiring, and/or maintaining technology systems |
| <input type="checkbox"/> Use or repair medium equipment and machinery, such as vehicles or commercial mowers | <input type="checkbox"/> Create and guide implementation of capital improvement plans or programs |
| <input type="checkbox"/> Use or repair heavy or complex machinery, such as HVAC systems, construction equipment, or water plants | <input type="checkbox"/> Create plans for and guide implementation of major construction projects |
| <input type="checkbox"/> Repair, develop, or install telecommunications systems | <input type="checkbox"/> Create plans for and guide implementation of new technology systems |

Please provide below a brief explanation of why the uses of equipment and machinery you selected apply to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection(s).

Oversee employees who use the Connexis case management system, use the Payment Management System, Advantage

personnel and financial system and the ERA Commons system for federal grant reporting.



SECTION 5.0 PHYSICAL ABILITIES

Please indicate below all physical abilities you must have to perform your essential job functions. You may check as many abilities as apply to your job. However, you should only check off physical abilities that are required to perform your essential job functions.

- ☐ Does not apply to my job.
- ☐ **Sedentary work:** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- ☒ **Light work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- ☐ **Medium work:** Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- ☐ **Heavy work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects
- ☐ **Very heavy work:** Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- ☐ **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- ☐ Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- ☐ Crawling: Moving about on hands and knees or hands and feet.
- ☐ Crouching: Bending the body downward and forward by bending leg and spine.
- ☐ Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- ☐ Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- ☐ Grasping: Applying pressure to an object with the fingers and palm.
- ☐ Handling: Picking, holding, or otherwise working, primarily with the whole hand
- ☐ Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- ☐ Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.



- | | |
|---|---|
| <input type="checkbox"/> Kneeling: Bending legs at knee to come to a rest on knee or knees. | <input type="checkbox"/> Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles. |
| <input type="checkbox"/> Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles. | <input type="checkbox"/> Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. |
| <input type="checkbox"/> Mental Acuity: Ability to make rational decisions through sound logic and deductive processes. | <input type="checkbox"/> Talking 2: Shouting in order to be heard above ambient noise level. |
| <input type="checkbox"/> Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion. | <input type="checkbox"/> Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading. |
| <input type="checkbox"/> Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. | <input type="checkbox"/> Visual Acuity 2: Including color, depth perception, and field vision. |
| <input type="checkbox"/> Reaching: Extending hand(s) and arm(s) in any direction. | <input type="checkbox"/> Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures. |
| <input type="checkbox"/> Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers. | <input type="checkbox"/> Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment. |
| <input type="checkbox"/> Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely. | <input type="checkbox"/> Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes. |
| <input type="checkbox"/> Standing: Particularly for sustained periods of time. | <input type="checkbox"/> Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. |

Please provide below a brief explanation of why the physical abilities you selected are required in your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection(s).

For Supervisors

Please review the employee's Job Assessment Tool and indicate for each section whether you agree or disagree with the information provided by the employee. Additional comments should be included in the space below and should be designed to help Evergreen Solutions gain a clear understanding of the employee's work. For any section with which you disagree, please include a detailed explanation of your disagreement.

SECTION 1.0 JOB OVERVIEW		<input checked="" type="checkbox"/> I agree with the information provided.	<input type="checkbox"/> I disagree with the information provided.
Supervisor Comments			
SECTION 2.0 ESSENTIAL FUNCTIONS		<input checked="" type="checkbox"/> I agree with the information provided.	<input type="checkbox"/> I disagree with the information provided.
Supervisor Comments			
SECTION 3.0 JOB FACTORS		<input checked="" type="checkbox"/> I agree with the information provided.	<input type="checkbox"/> I disagree with the information provided.



Supervisor Name	Maureen Gottfried
Supervisor E-mail Address	mgottfried@columbusga.org
Supervisor Job Title	Judge, Superior Court

The Accountability Court Director administers and coordinates mental health, veterans, and drug court services for the Chattahoochee Judicial Circuit and ensures the program's compliance with all court policies and procedures. This position is responsible for the overall coordination, management, administration and operation of the mental health, veterans, drug court programs and the Chattahoochee Judicial Drug Testing Lab.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Assists in planning, organizing, coordinating, directing, and evaluating the assigned programs to ensure optimum efficiency and effectiveness
 Participates as a drug court team member, committing to the program mission and goals and works to ensure their success
 Reports on appropriate sanctions and incentives or lack thereof and ensures offenders are evaluated in a timely and competent process
 Serves as a central clearinghouse where all relevant information is communicated and ensures no conflicting information is given to participants or program partners
 Educates referral sources and community on eligibility standards and program goals.
 Develops team-building activities and conducts staff replacement training.
 Develops police and corrections linkage to improve supervision and agency coordination.
 Develops community and business resources to obtain incentives, job opportunities, and alternative assistance options.
 Purchases all necessary supplies and monitors inventory levels in a manner which facilitates efficient operation of the programs. Prepares staffing agendas and distributes electronically prior to staffing sessions.
 Prepares annual budget for the division, applies for grant funding, completes quarterly sub-grant reports timely, reviews and initially approves division invoices, tracks division expenditures, produces monthly statistical and financial reports, and supervises staff.
 Grant writing and management for all state and federal grant funding lines for the Department of Accountability Courts.

MINIMUM REQUIREMENTS:

Education: Masters Degree in a related field such as Public Administration, Judicial Administration, Criminal Justice, or Psychology
Experience: Two (2) or more years of experience as a manager within the criminal justice and/or substance abuse treatment environment, particularly within the court environment. Two (2) or more years of management or supervisory experience preferred.
Knowledge/Skills/Abilities:
 Thorough knowledge of the criminal justice system, courts, and principles and techniques of office management.
 Familiarity with work simplification and records control processes
 Demonstrated knowledge of data processing and electronic information processing systems.
 Ability to operate a variety of automated office equipment
 Exposure to financial procedures and standard practices
 Knowledge of addiction, alcoholism and pharmacology HIPPA and Federal Confidentiality
 Skills in effective speaking, writing, and management
 Skills in negotiating which facilitates conflicts to be overcome through problem solving and consensus building
 Skills in developing appropriate policies and procedures for the operation of an accountability court subject to state requirements and national best practices
 Ability to exercise good judgment and discretion in applying and interpreting the Court's policies and procedures as well as state law.
 Skills in planning and directing the work of subordinates and contractors

Skills in seeking, planning for, writing applications for and managing grants and grant funds and responsible for all paperwork and reports related to grant funding
Ability to maintain an effective and confidential working relationship with associates, judges, county employees, attorneys, and the public
Demonstrated skill in developing and maintaining positive customer relations
Ability to effectively coordinate operations between the Court and its multiple contractors
Ability to understand and follow confidentiality laws and protocols as established by the Felony Drug Court, the National Drug Court Institute, and federal/state laws
Ability to organize and coordinate graduation programs

Certification:

Accountability Court Coordinator Certification preferred

Licensing:

Possession of a valid driver's license with good driving history.

EXAMPLE from CITY HR System:

Title	Pay Grade	Education Required	Salary Range	Notes
Director - Community Reinvestment	133	Bachelor's Degree	\$93,705 - \$145,179	grant administration and department supervision
Director - 311 and CM Assistant	128	Bachelor's Degree	\$81,845.85 - \$126,805.21	Department supervision
Planning Director	134	Bachelors... Masters Preferred	\$100,733.21 - \$156,067.73	Department supervision
Director of Crime Prevention	128	Bachelors... Masters Preferred	\$66,810.59 - \$103,510.83	zero employees. Grant management. No administration
Workforce Development Director	133	Bachelors	\$93,705.31 - \$145,179.29	Program Development/ department supervision
Director - Parks and Rec	134	Masters Preferred	\$100,733.21 - \$156,067.73	Grants/ Dep supervision/ leadership experience

File Attachments for Item:

6. Recorder's Court - David Raineri, Chief Recorder's Court Judge

Recorder's Court

Budget Review Session

May 9, 2023

Chief Judge David B. Ranieri

Chief Clerk Clautretta Williams

Background

- 18 full time employees.
- 3 judges.
- Thousands of cases - murders - traffic violations - city ord. violations.
- Approximately \$1 million to over \$3 million dollars in revenue.
- Complex and fast moving court system.
- Often first court with which our citizens come into contact.
- High volume of customer service.

Comparison with Savannah's Recorder's Court

Recorder's Court is not adequately staffed and funded.

<u>Personnel:</u>	Columbus	18 Full Time 3 FT Judges 2 PT judges	Savannah	28 Full time 3 FT Judges 4 PT judges
-------------------	----------	--	----------	--

<u>Budget:</u>	Columbus	\$1,140,856	Savannah	\$3,987,505
----------------	----------	-------------	----------	-------------

Requesting 4 Needed and Somewhat Overdue Positions

- Assistant Chief Deputy Clerk
- Finance Manager
- Deputy Clerk (2 Positions)
 - One Clerk
 - One Clerk who primarily serves as Judicial Administrative Assistant for the 3 judges as well as fills in with other duties.

Assistant Chief Deputy Clerk (G122) \$47,103.02

Consider:

- Every Clerk's office in all the state's metropolitan areas has an Assistant Chief Deputy Clerk.
- Columbus is the second largest city in the State.
- Our own Municipal , State, and Superior Courts have Assistant Chief Deputy Clerk positions.
- The magnitude, volume, and administrative functions of an office this large. requires the same.

Assistant Chief Deputy Clerk (G122) \$47,103.02

Assist in

- Manage human resource/personnel matters;
- Manage, audit, and monitor financial operations;
- Carry out supervisory responsibilities;
- Assist in interviewing, hiring and training personnel;
- Plan, assign and direct work;
- Appraise performance;
- Reward and discipline employees;
- Address complaints and resolves problems;
- Maintain communication with intergovernmental offices such as the jail, CPD, and other agencies;
- Coordinate workflow organization and modification;
- Maintain Georgia Crime Information Center (GCIC) TACT and CAJIS certification, records, and procedures to ensure GCIC compliance;
- Assist in managing development of programs necessary for effective and efficient evaluation of all services;
- Assist in special projects;
- Fill-in in the absence of the Chief Clerk; and,
- Many other functions.

Finance Manager (G121) \$44,860.02

Consider

- Every Clerk's office in all the state's metropolitan areas has a Finance Manager.
- Columbus is the second largest city in the State.
- Our own Municipal, State, and Superior Courts all have Finance Managers.
- The magnitude, volume, and administrative functions of an office this large, with the fines and fees generated, requires the same.

Finance Manager (G121) \$44,860.02

Assist in

- Handling and accounting for all criminal fines, fees, state mandated surcharges and add ons, probation fines collected, and bonds, as well as providing monthly reports on the same;
- Counting and reconciling daily cash tills from the clerks;
- Managing the payment portals in Odyssey;
- Reconciling reports;
- Managing credit card machines and credit card reports;
- Performing trend analyses;
- Performing special projects requiring research and written reports on finances, revenues, and expenses;
- Recommend operating budgets;
- Create graphs, spreadsheets, tables, graphics, and summaries to provide information to our judges and City Council;
- Review and analyze revenue summaries;
- Determine and correct problem areas;
- Monitor and analyze state legislation affecting fines, fees, and bonds; and,
- Train others in policies and procedures on financial computer applications.

It is essential that Recorder's Court have the experience and focus of a specific Finance Manager.

Deputy Clerk (2 Positions) (G115) \$35,115.87 each

- Understaffed
- Addition of 2 full time judges, additional clerks are required.
- Running at least 2 courtrooms simultaneously.
- Each courtroom requires clerks to prepare all documentation, gather criminal and driving histories, and ensure all information is prepared for court.
- Compare with Savannah, (18 full time employees compared to 28 full time employees),
- Also, and importantly, the Judges need an executive administrative assistant.

Conclusion

Our Mission: To administer justice with fairness, equality, and integrity; to efficiently resolve matters before the court in a timely manner; and to provide competent, courteous, and prompt service in a manner that inspires public trust and confidence.

To provide excellent and efficient quality service to our community,
we must adequately staff our office!