

# TRANSLATION in New Jersey

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1. **Court Structure:** Unified. The AOC Languages Services Section has overall responsibility for the Judiciary's interpreting and translation services, policies, and practices. Fifteen vicinage interpreting units are responsible for receiving and processing all interpreting requests with interpreting staff, contractors, and agencies. Translation of local materials is managed by the vicinage interpreting units while translation of statewide materials is managed centrally by the Language Services Section.
2. **Interpreter Credentialing program:** Yes, since 1987. NJ was a founding member of the Consortium, now CLAC. NJ also administers an in-house translation test to all staff interpreters.
3. **Top 5 interpreted languages:** Spanish (85%), Haitian Creole (1%), Korean (2%), Polish (2%), Portuguese (2%), and 8% in 80 other languages. Translations are still mostly in Spanish; however, NJ is starting to translate into the other top-5 languages.
4. **Staff interpreters/Translators:** NJ has 60 staff interpreters, and also uses 250 contract interpreters, and 50 agencies. All Spanish interpreting staff (55) has taken the NJ translation exam. Korean, Portuguese, and Polish staff interpreters also assist with translation. NJ does not currently have full-time translator positions.
5. **Types of Documents Translated:** NJ has translated more than 340 statewide pro se forms, kits, and brochures into Spanish, and has about 60 in queue awaiting translation. NJ also maintains a Spanish web page.
6. **Translation Management:** NJ has a dedicated translation unit for the translation of all statewide materials that uses a database system to receive and manage all requests. The translation unit consists of one administrative staffer; a translation agency; a contracted translation team including at least one ATA certified translator if available; one or two reviewers; and a bilingual editor. All translations done by the agency are reviewed by a translation team. Decisions on what to translate are made by the case management divisions each of which has designated forms liaisons. For local materials, translations are completed by staff interpreters who passed the NJ translation exam. Details of NJ's translation process can be found in the April 2011 Guide to Translation of Legal Materials prepared by the Professional Issues Committee of the Consortium.
7. **What is not translated:** NJ typically does not translate documents requiring narratives or court orders. However, recommendations regarding the translation of restraining orders will soon be considered.
8. **Challenges:** Increasing demand for translations with no expansion of staff; finding qualified translators especially in languages with no ATA exam, managing documents in languages using symbols, and ongoing maintenance of translated materials.
9. **Solutions:** 1) Searched multiple sources to expand pool of contracted translators (ATA, oral exam raters, references from the listserv, and local references and educational institutions; 2) Require translators to access files from a secure website (SFTP site) and to work in publisher.