

TRANSLATION in Connecticut

1. **Court Structure:** Unified. Central office of Interpreter and Translation Services (ITS) receives all statewide requests for interpreting and translation services and assigns accordingly.
2. **Interpreter Certification program:** Yes, since 2001. CT joined the Consortium (now CLAC) in 2001. CT also administers a translation component of the test to all candidates requesting employment for Spanish and recently started administering the translation component to Polish and Portuguese candidates. These exams are developed and rated in-house.
3. **Top 5 interpreted languages:** Spanish (87%to 89%), Portuguese (3%), Polish (3%), Haitian Creole (1.1%) and Chinese languages (0.6%). Translations are still mostly into Spanish. However, CT is also starting to translate into Portuguese and Polish languages.
4. **Staff interpreters/Translators:** CT has 49 staff interpreters (36 permanent and 13 temporary) all of whom have taken the CT translation exam. CT does not have translators on staff but translation work is part of the job description for certified permanent staff. A Lead Interpreter oversees all translations assignments. She is state certified and is in the process of completing a translation certification through UMASS. Former Lead Interpreter held Federal, State, ATA and NAJIT certifications. Our current Lead was his right hand and worked closely under him. Some of our staff interpreters also hold Federal and ATA certifications in addition to the state certification.
5. **Types of Documents Translated:** Since 90s when the tracking system was first developed, CT has translated more than 2400 documents including case related materials and vital documents including forms, publications, videos, telephone greetings for different offices and divisions within the Branch and brochures mainly into Spanish. Translations prior to the system being in place were not tracked back then. All translations received are assigned by the Lead interpreter to an initial certified interpreter and to a reviewer and the Lead is the final proofreader. CT has also translated some Judicial Internet web pages into Spanish. We continue these efforts to offer more information into Spanish and Portuguese and Polish in the near future. All LEP materials posted on the judicial internet website have also been translated into Spanish, Portuguese and Polish. Case related or evidentiary materials are sent to the Lead Interpreter directly. If requests are for Spanish, Portuguese and Polish they are assigned to staff certified interpreters. If for other languages, we go to ATA listing and ask for bids.
6. **Translation Management:** A different section of the same database is used to enter and assign all requests for interpreter and translation services. This translation section of the database is managed by the Lead Interpreter. Although forms, publications, etc. had been translated for a while within the unit, a new data base was developed 3 years

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ago for tracking and assigning the translation of vital documents. This process requires an initial requestor to fill out the second section of the translation request form (CD-CL-119) and submit it to his/her supervisor. This initial request requires the requestor to answer the following mandatory questions:

- Is this the first step in a process? Yes or No; please explain.
- Is the document used frequently? Yes or No; please explain.
- Would the document cause significant harm if misunderstood? Yes or No; please explain.
- Has the English version of the document been, or must it be, revised because of a statute or rule change? If yes, please identify the statute and/or rule.
- If this request has been marked urgent, please explain why.
- Additional information:(if available by the requestor)

Each one of the two (2) main Divisions within the Judicial Branch has an assigned “gate keeper” who receives these requests from the supervisors and submits them to a panel. If the panel approves the request it is sent to ITS for translation. All forms and publications are previously approved by Legal Services.

In an effort to be more proactive identifying vital documents in need of translations, a memo was recently sent to all Branch Executive Directors asking them to identify vital documents within their divisions. We have around 60-70 additional documents that were identified through this process.

We currently have three (3) Trados network licenses. This memory translation program allows us to build our own term base/dictionary with the terminology that we have researched and accepted in CT for all our interpreting and translations to make sure we are consistent with terminology. We are currently requesting three (3) more network licenses. Our Lead interpreter is an expert using this program and also trains interpreters on Trados.

7. What is not translated:

8. Challenges: Increasing demand for Spanish translations and limited time dedicated to work on translations. Need additional staff for interpreters assigned to translations at any given time to have uninterrupted office time. A lab is being prepared for training of interpreters and for interpreters working on translations to have a space dedicated to this task away from any courtroom traffic. Constant rush on translations requests is a constant challenge.

9. Solutions: Increase staffing levels, purchase of additional Trados licenses.