

## **The Georgia Supreme Court Commission on Interpreters Complaint Process**

<b>FILING A COMPLAINT</b>
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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: _____			
<i>Street or P.O. #</i>	<i>City</i>	<i>State</i>	<i>Zip+4</i>
Residence Phone: ( ) _____		Business Phone: ( ) _____	
Name and Address of Court Interpreter you are reporting: _____			
<i>Street or P.O. #</i>	<i>City</i>	<i>State</i>	<i>Zip+4</i>

.....

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