



## Nevada Certified Court Interpreter Program

### **FORMAL COMPLAINT FORM<sup>1</sup>**

**Complainant's name:** \_\_\_\_\_  
Mr./Mrs./Ms. First M.I. Last

**Address:** \_\_\_\_\_  
Street Address Apt. #

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

Pursuant to the State Court Administrator Guidelines for the Nevada Certified Court Interpreter Program, Appendix III – Disciplinary Process<sup>2</sup>, I hereby file this complaint in reference to a possible disciplinary breach on the part of \_\_\_\_\_.  
**Interpreter Name** (please print)

### **STATEMENT OF FACTS**

Please provide the information as delineated below. Attach additional pages if necessary.

**1. Date and location of the alleged disciplinary breach.**

\_\_\_\_\_

**2. If the incident took place while the interpreter was engaged in a judicial or administrative proceeding, please provide the following:**

a) In what court or agency was the case heard?

\_\_\_\_\_

b) What was the case number?

<sup>1</sup> The complaint procedure applies only to interpreters who are listed on active status on the NV Court Interpreter Roster maintained by the Certified Court Interpreter Program, and have allegedly engaged in unethical or unprofessional conduct while performing their interpreter duties.

<sup>2</sup> State Court Administrator Guidelines for the Nevada Certified Court Interpreter Program available at <http://www.nevadajudiciary.us/index.php/viewdocumentsandforms/func-startdown/9410/>.

---

c) What is/was your relationship to the case in question:

*Plaintiff/Petitioner*

---

*Defendant/Respondent*

---

*Victim*

---

*Witness*

---

*Parent/Relative*

---

*Attorney for*

---

*Other*

---

d) Please identify witnesses to the interpreter's action:

*Name*

---

*Relationship*

---

*Contact information (i.e. mailing address, phone, e-mail)*

---

**3. Identify any other person who may have additional information:**

*Name*

---

*Relationship*

*Contact information (i.e. mailing address, phone, e-mail)*

**4. Please describe with as much detail as possible what you believe the interpreter did, or failed to do, that may be misconduct or a violation of the Nevada Code of Professional Responsibility for Court Interpreters.**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**5. List any documents that help support your information and attach a copy if you have one (i.e. affidavit).**

---

---

---

---

---

I understand that the information provided in this complaint may be shared in whole or in part during the course of any investigation with any of the parties involved and the matter will be followed in compliance with the State Court Administrator Guidelines for the Nevada Certified Court Interpreter Program.

Under penalty of perjury, I swear of affirm that the statements and information provided by me and contained in any attached documents are true to the best of my knowledge and constitute all the information I have on this matter and all of my complaints as of this date against the above-named interpreter.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please **submit the completed form along with any additional documents** to the attention of:

Kareen Prentice  
Court Services Analyst  
Nevada Credentialed Court Interpreter Program  
Administrative Office of the Courts  
201 S. Carson Street, Suite 250  
Carson City, NV 89701

Phone: 775-687-9806

Fax: 775-687-9850

E-mail: [kprentice@nvcourts.nv.gov](mailto:kprentice@nvcourts.nv.gov)