



# Administrative Office of the Courts

**Chief Justice Matthew B. Durrant**  
Utah Supreme Court  
Chair, Utah Judicial Council

**Ronald B. Gordon, Jr.**  
State Court Administrator  
**Catherine J. Dupont**  
Deputy Court Administrator

## Court Interpreter Program

### FORMAL COMPLAINT FORM

The complaint procedure applies only to interpreters who are listed on active status on the Utah Court Interpreter Roster maintained by the State Court Interpreter Program.

**Complainant's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Complaint Against:** \_\_\_\_\_  
Interpreter's Name (please print)

### STATEMENT OF FACTS

Please provide the information requested below. Attach additional pages if necessary.

**1. Date and location of the alleged violation.**

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**2. If the incident took place while the interpreter was engaged in a court proceeding, please provide the following information (if not, skip 2a):**

**a. Case name and number:** \_\_\_\_\_

**b. Your connection to the case or incident in question (e.g. party, victim, attorney, other interpreter, clerk, judge, etc.):**

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(Continue on the following page)

The mission of the Utah judiciary is to provide the people an open, fair, efficient, and independent system for the advancement of justice under the law.

**c. Identify witnesses to the interpreter's action (name, connection to the case, contact information such as phone or email):**

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**d. Identify any other person(s) who may have additional information:**

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**3. Please describe with as much detail as possible the interpreter's action(s) that may be in violation of the Code of Professional Responsibility for Court Interpreter's or Rule 3-306.01-05 of the Utah Code of Judicial Administration:**

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**4. List any documents that help support your information and attach a copy if you have one:**

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I understand that the information provided in this document may be shared with any of the parties involved during the course of an investigation and that the matter will be handled in accordance with rule 3-306.05 of the Utah Code of Judicial Administration.

Under penalty of perjury, I swear and affirm that the statements and information provided in this and any attached document are true and correct to the best of my knowledge.

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

Please submit this form with attachments to:

Kara J. Mann  
Administrative Office of the Courts  
P.O. Box 140241  
Salt Lake City, UT 84114-0241  
FAX: 801-578-3843  
Email: [karajm@utcourts.gov](mailto:karajm@utcourts.gov)