

**Iowa State Court Administration, Language Access Services Office**  
**Registration Form for the 2024 Court Interpreter Orientation Workshop**

1. Full Name: \_\_\_\_\_  
Last First Middle

2. Address: \_\_\_\_\_  
Street Address or P.O. Box Number

\_\_\_\_\_  
City State Zip Code County

3. Telephone Number: \_\_\_\_\_  
Residence Work Cell

4. Email Address: \_\_\_\_\_ 5. Birth Date: \_\_\_\_\_

6. Language: \_\_\_\_\_ 7. Last Four Digits of Social Security Number: \_\_\_\_\_

8. Select a date for the Orientation Workshop:

☐ Friday, April 12, 2024, Des Moines (Remote)(Registration **must** be received **no later** than 4:30 p.m. on April 05, 2024).

**Registration Instructions:**

1. Complete this registration form and mail it to: State Court Administration Language Access Services Office, Iowa Judicial Branch Building, 1111 E. Court Ave, Des Moines, IA 50319. The registration form and fee must be received by our office by 4:30 p.m. on the date of the deadline for registration.
2. Include the registration fee of **\$75.00** in a check or money order made payable to State of Iowa (no cash or credit cards are accepted). **Note:** If you cancel after noon (12:00 pm) the day before the orientation, this fee is non-refundable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SPECIAL NEEDS: If you have any physical needs that might require special assistance to take the examination, please describe those special needs on the back of this page.

## Workshop Details

**Time:** Registration begins at 8:00 a.m. Orientation will begin promptly at 8:15 a.m. There will be morning and afternoon breaks, as well as a short lunch break. The Orientation Workshop will end at 4:30 p.m.

**Location:** The orientation will take place remotely via Microsoft Teams. If this changes for some reason, you will be notified. Please be sure to keep our office informed of any changes to your contact information.

**Cancellation Deadline:** All fees must accompany registration form. If you need to cancel, please notify us by phone as soon as possible. If you cancel after noon (12:00 p.m.) on the day before the orientation, the fee is non-refundable.

### Don't Forget:

- Bring a Photo ID for identification and sign in at the orientation (unless remote, then have ID ready).
- Additional details will be provided via email as the orientation date approaches, including orientation materials. You may be asked to prepare for the workshop sessions by reviewing and coming prepared to discuss certain portions of the materials.
- If you have any questions, please email [court.interpreter@iowacourts.gov](mailto:court.interpreter@iowacourts.gov) or call 515.348.4904