

New Mexico
Administrative Office of the Courts
Court Interpreter Code of Professional Responsibility
(Approved by the Language Access Advisory Committee – July 11, 2014)

Introduction

Interpreters ensure due process guaranteed under the New Mexico and United States Constitutions by placing a party whose first or primary language is not English in a comparable situation to a party whose first or primary language is English.

Scope

These Standards of Professional Responsibility are binding on all Certified Court Interpreters and Justice System Interpreters who provide services to the New Mexico Courts.

Standard 1: Interpreters interpret faithfully and accurately.¹

Interpreters recognize that their function is to facilitate language access between two or more participants in the justice system who do not speak the same native language. Interpreters do everything possible to remove the linguistic barrier between the judiciary and the person(s) whose first or primary language is not English.

Standard 2: Interpreters confine themselves to interpreting.²

Interpreters are fully occupied with conveying meaning from one language to another and understand that removing the linguistic barrier is their sole function within the judicial process.

Standard 3: Interpreters act strictly in the interests of the court they serve.³

Interpreters conduct themselves as officers of the court, upholding the dignity of the justice system. Interpreters remain impartial at all times and protect their actual and perceived neutrality.

Standard 4: Interpreters are language access professionals.⁴

Interpreters are expected to stay abreast of evolving language use and trends in the profession of interpreting. Interpreters accept assignments using discretion with regard to skill, communication mode, setting, and consumer needs. Interpreters constantly strive to increase their knowledge of all their working languages and of the cultures that use their languages. Interpreters are expected to collaborate with colleagues to foster the delivery of effective interpreting services. Interpreters recognize their role as representatives of the interpreting profession.

As an AOC-recognized interpreter as defined above, I accept and agree to these Standards. I understand complaints may be filed and sanctions imposed for violations thereof, in accordance with the *Procedures for Processing Complaints Regarding Interpreter Conduct and Performance*.

Signature

Date

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¹ *Illustrative behaviors for **Standard 1. Interpreters interpret faithfully and accurately.***

- ☐ Interpreters convey the message from one language to another without addition, omission, or changes of meaning.
- ☐ Interpreters preserve the register of the language used.
- ☐ Interpreters preserve speakers' ambiguities and nuances.
- ☐ Interpreters analyze objectively any challenge to their performance and correct any errors of interpretation.
- ☐ Interpreters request clarifications of ambiguous statements or unfamiliar vocabulary.

² *Illustrative behaviors for **Standard 2. Interpreters confine themselves to interpreting.***

- ☐ Interpreters work unobtrusively.
- ☐ Interpreters maintain impartiality and avoid giving even the appearance of partiality.
- ☐ Interpreters avoid undue contact with witnesses, attorneys, parties and their families, and any unauthorized contact with jurors.
- ☐ Interpreters refrain from expressing personal opinions or offering procedural advice.

³ *Illustrative behaviors for **Standard 3. Interpreters act strictly in the interests of the court they serve.***

- ☐ Interpreters reflect proper court decorum.
- ☐ Interpreters treat court officials, staff, the public, parties, and other interpreters with dignity and respect.
- ☐ As officers of the court, interpreters may provide neutral, non-substantive information (e.g. the location of a particular judge's courtroom).
- ☐ Interpreters neither accept nor offer remuneration, gifts, gratuities, or valuable consideration in excess of their authorized compensation.
- ☐ Interpreters strive to avoid conflicts of interest or even the appearance thereof. They inform the court immediately of any actual or perceived conflict of interest.
- ☐ Interpreters disclose to the court and to the parties any prior involvement with the case or any personal involvement with the parties or others significantly involved in the case (in

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or out of court).

- ☐ Interpreters do not take advantage of knowledge obtained in the performance of official duties, or by their access to court records, facilities, or privileges, for their own or another's personal or professional gain.

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- ☐ Interpreters fairly and correctly represent their professional qualifications.
- ☐ Interpreters respect the need for confidentiality and secrecy as protected under applicable state and federal law.
- ☐ Interpreters shall inform the court of any impediment to fulfilling their responsibilities to ensure equal linguistic access to justice.
- ☐ Interpreters have a duty to report violations of these standards to the NMAOC.

⁴ *Illustrative behaviors for* **Standard 4. Interpreters are language access professionals.**

- ☐ Interpreters educate themselves as to current best practices in the field of judiciary interpreting and support and employ such practices. This includes but is not limited to matters of team interpreting and equipment use.
- ☐ Interpreters prepare themselves for all assignments they accept, via research on the case and subject matter, consultation with teammates, and necessary contact with clients.
- ☐ Interpreters decline any assignment for which they are not qualified and request to withdraw as soon as possible if it becomes apparent they are not qualified for an assignment already in progress.
- ☐ Interpreters support other interpreters by sharing knowledge and expertise with them, to the extent practicable, in the interests of the court.
- ☐ Interpreters have the duty to call to the court's attention any factors or conditions that adversely affect their ability to perform their duties.
- ☐ Interpreters are discreet and respect the privacy of those they interpret for, even when such information is not bound by rules of confidentiality.

Court Interpreter Assignment and Payment Protocols

1. General Expectations

Court Interpreters are required to:

- a. Provide the AOC with a current email address and phone number capable of receiving text messages.
- b. Report to the on-site contact as noted in the assignment confirmation except when instructed by the Coordinator to report elsewhere.
- c. Have an AOC-issued photo identification badge available at all times when on assignments. This badge must only be used for official business related to the assigned interpreting assignment.
- d. Notify the Coordinator at the start of and upon completion of the assignment. Notify the Coordinator as soon as possible of any delays in communication and connectivity issues (i.e. Google Meet link not working, court not responding, connection issues, etc.) with the assigned location.
- e. Note start and end times in the scheduling system. Failure to do so may result in a reduction in pay time. Mileage and travel reimbursement can still be added after the assignment is closed, but no changes can be made once the invoice has been verified. Interpreters have 30 days from the date of completion of the assignment to submit an invoice for payment but are required to immediately notify the appropriate Coordinator or designee that the assignment has been completed. Failure to close assignments promptly will result in a loss or reduction of pay. Please refer to (contract section Paragraph 2 Section A)
- f. Remain available for the duration of the guarantee created upon completion or cancellation of the original assignment, which can range from the minimum 2 hrs. or more specified by the assignment itself. If the assignment ends before the end of the guaranteed time, contact the Coordinator or designee and remain available to receive redirects. Stay on-site until your Coordinator or designee releases you. If the assignment is remote, you must inform the Coordinator or designee and await further instructions.
- g. Wear professional business attire to all assignments including in-person and remote assignments, in court, and at off-site locations.
- h. Either accept or decline assignment offers. Declining an assignment will eliminate duplicate offers being sent to you and will not adversely affect further offers. Additionally, the Interpreter shall update availability in Interpreter Intelligence to avoid receiving offers during times of unavailability.
- i. Contact the Coordinator or designee immediately should the Interpreter need to cancel a job. Interpreters must not communicate directly with the court regarding these matters. If the Coordinator or designee is not available, the Interpreters must notify the AOC Language Access Services
- j. Follow the court's procedures regarding signing out the equipment, secure the equipment assigned to them at all times, and return it at the end of each assignment when using the interpreting equipment provided by the AOC or the Court. Report any malfunctioning equipment to the Coordinator or designee.
- k. Notify AOC Language Access Services of any change in name, address, phone, email, and/or financial institution as soon as possible. AOC Fiscal must be notified immediately of the above changes; vendor ID, direct deposit, business name (if applicable), and the New Mexico Taxation and Revenue Department (Business Tax ID#) where applicable.

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- l. Notify the assigning Coordinator or designee immediately if the Interpreter has any conflict of interest (i.e. family member, personal knowledge of the parties or case, subject matter, material party, or any other related concern). At the time of disclosure, either the AOC or presiding judge will determine the Interpreter's further involvement. If the Interpreter is removed from the assignment due to a conflict of interest, the AOC may reassign the interpreter. Submit an accurate invoice that states the actual time worked on the assignments and time traveled to assignments within 30 days of completion of the assignment through the online billing system, Interpreter Intelligence. Assignments closed after 30 days will result in a loss or reduction of pay. See page 8. All invoices for work performed in FY26 (through June 30, 2026) must be submitted by July 8th, 2026 through the online billing system Interpreter Intelligence.
- m. Notify the AOC ADA office immediately if the contractor requires any reasonable ADA accommodations via email at ADA@nmcourts.gov

2. Assignments:

- a. Assignments can be in-person, telephonic, or video.
- b. An in-person assignment includes interpreting services delivered at one or more locations in any number of courtrooms or other settings and may involve one or more cases. Cases can be bundled at the time of scheduling or on a last-minute basis and confirmed by the Coordinator or designee as part of the assignment. If the Interpreter is required to interpret beyond the scheduled end time, any such additional time will be compensated in 15-minute increments.
- c. Billable time begins with the start time indicated in the confirmation e-mail. Scheduled start-time, depending on the type of case, may include preparation time. If so, the amount of time authorized for Interpreter preparation will be included in the confirmation message issued by the centralized web scheduling system. If the Interpreter is required to start before the time indicated in the confirmation email, the Coordinator or designee must be notified as soon as possible so that the assignment can be amended and a new confirmation can be sent. A telephonic interpreting assignment starts at the time the interpreter was asked to be available.
- d. The Interpreter shall not make arrangements, agree to an assignment, or agree to change an assignment without prior approval from the Coordinator or designee.
- e. Any additional assignments, during a period of guarantee, are not eligible for additional compensation. If the Interpreter is required to interpret beyond the scheduled end time, any such additional time will be compensated in 15-minute increments.
- f. Redirects. If an assignment is canceled with less than a 24-hour notice, the Interpreter may be redirected as follows:
 1. When the period of guarantee is four hours or less the Interpreter may be redirected to another job requiring up to 70 (seventy) miles one-way travel from the original assignment.
 2. When the period of guarantee exceeds four hours, the Interpreter may be redirected to another job requiring up to 130 (one hundred and thirty) miles one-way travel from the original assignment.
 3. The redirect assignment will be reasonably expected to conclude within the time frame of the original assignment unless the Interpreter agrees to accept a longer assignment.

4. The Interpreter shall decline a redirect assignment if required for ethical or professional reasons as indicated in the Code of Conduct. The Interpreter must remain available for other redirect assignments.
5. The Interpreter's redirect status will be shared by the original Coordinator or designee who will notify other coordinators that the interpreter is on assignment for the duration of the redirect assignment.
- g. Location of Services. Services will be performed in person, remotely via video/phone, or use of both at district, magistrate, metropolitan courts, and other off-site locations as requested by the Court within the State of New Mexico.

3. Lunch Breaks

- a. Any assignment over 4 hours in length includes a non-billable one-hour minimum lunch hour. Lunch breaks are not billable unless you are working through the lunch hour, if this occurs please notify the coordinator or designee as soon as you are able.
- b. Lunch breaks may be ordered by the judge in excess of 1.5 hours, if this occurs, the Interpreter shall notify the Coordinator of their availability during this extended break (time in excess of 1.5 hours). If the Interpreter does not inform the Coordinator of this availability, the Interpreter will not be paid for break time in excess of 1.5 hours and will be paid only when the assignment recommences.

4. Travel Related Expenses

- a. Mileage will be reimbursed at the Supreme Court-approved rate when round trip mileage is 30 miles or more. See attachment D.
- b. Travel time will be compensated when the round trip is 60 miles or more and be paid at the rates noted in the Court Interpreter Payment Schedule to and from an assignment. If travel to or from an assignment takes place while the Interpreter is under guarantee, travel time is not billable.
- c. An Interpreter may be reimbursed for meals and overnight accommodations if their one-way travel time exceeds 90 (ninety minutes) and requires the Interpreter to begin travel before 6:30 am or conclude travel after 7:00 pm. Exceptions on a case-by-case basis may be granted with approval from the Language Access Statewide Program Manager. Reimbursement should be filed according to the Court Interpreter's Payment Schedule, Policy, and Procedure for Reimbursement of Expenses. Overnight travel must be requested in advance by the Interpreter, and approved by the Coordinator or designee.
- d. When an Interpreter is scheduled for multiple assignments at or near the same location on the same day, the Interpreter will only be paid for one round trip. If return travel takes place while the Interpreter is under guarantee, return travel will not be billable.

5. Guarantees

- a. Interpreter assignments will be a minimum of 2 hours in length. Interpreters will be paid for all scheduled hours minus the lunch hour when an assignment is more than 4 hours, and no more than 8 hours if canceled within 24 hours of the assignments as follows:
 - i. The Interpreter must notify the coordinator or designee when an assignment concludes before the scheduled end time and remain available for reassignment

or redirects. (Reassignments or redirects may include but are not limited to additional in-person telephonic, or video remote assignments).

- b. If the period of guarantee is four hours or less, the Interpreter may be redirected or reassigned to jobs requiring up to 70 (seventy) miles one-way travel; if the period of guarantee pay exceeds four hours, the Interpreter may be redirected or reassigned to jobs requiring up to 130 (one hundred and thirty) miles one-way travel.
- c. The Coordinator or designee will inform the Interpreter of reassignments and/or redirects during periods of guarantee.
- d. Confirmations of redirects/reassignments may not be available immediately prior to a specific assignment, but they will be provided for invoicing purposes. Offers for redirects and/or reassignments while under guarantee must be accepted within 10 minutes of the notification in order to receive guarantee payments for scheduled hours, unless:
 - i. The Interpreter is actively interpreting.
 - ii. The Interpreter is traveling to or from an assignment.
 - iii. The Interpreter has communicated their availability to the Coordinator or designee.
- e. The Interpreter may choose to decline the guaranteed pay and be released from their obligation to the court. The Interpreter must inform the Coordinator by e-mail or text if they are choosing to decline the guaranteed pay. The Interpreter will then be paid only for actual hours worked.

6. Inclement Weather

- a. If the court opening is delayed due to weather, it is the obligation of the Interpreter to appear at the court when it is scheduled to open. Upon appearance, if the proceeding is vacated and the Interpreter remains available, the Interpreter will be reimbursed according to the cancellation policy. If the proceeding goes forward, the Interpreter is paid for interpreting time, not less than the two-hour minimum guarantee. If the Interpreter is unable to appear at the later opening time because of a conflicting appointment, the Interpreter, upon learning of the delayed court opening, must immediately inform the coordinator and the Interpreter will be paid for the original assignment.
- b. If the court is closed due to weather, Interpreters assigned to appear that day will be entitled to reimbursement per the guarantee payment scheduled.
- c. If the Interpreter elects not to travel to an assignment due to weather conditions, they must notify the coordinator immediately. If the Interpreter elects not to travel to an assignment due to inclement weather, they must notify the coordinator immediately. In order to receive guaranteed pay, at least one of the following conditions must apply: the court closest to the interpreter's location is delayed due to inclement weather OR according to the NMroads.com website the roads between the Interpreter's point of origin and the assignment indicates difficult or severe travel conditions. Proof of such weather conditions must be provided in writing to the coordinator or designee. The Interpreter must notify the coordinator or designee and provide proof in writing of such weather conditions.

7. Sanctions

The amount billed on the Interpreter's invoice may be reduced if:

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- a. The Interpreter is late for an assignment without reasonable cause as noted by the Coordinator or designee. "Late" means that the interpreter has arrived after the scheduled time. Billable time will be deducted in 15 (fifteen) minute increments; i.e., 5 minutes late will result in a 15-minute reduction, and 20 minutes late will result in a 30-minute reduction.
- b. The Interpreter leaves the assignment prior to the assignment's ending time without official release by the Coordinator or designee.
- c. The Interpreter does not remain available to other Coordinators or designees during periods of guarantee time via phone, text, or email. Interpreters under guaranteed time who are not actively interpreting should promptly reply to a Coordinator inquiry within ten (10) minutes. (See Sec. 5(d) **Guarantees**)
- d. The Interpreter bills or provides services to a court without having been scheduled by the Coordinator or designee.
- e. The Interpreter provides services to another client or agency not covered under the scope of this contract during any of the scheduled assignment times secured by the Coordinator or designee.
- f. The Interpreter does not bill the AOC within thirty (30) days of completion of the assignment. If the invoice is not received within thirty (30) days of the service date, a fifteen percent (15%) reduction of the total invoice amount will be subtracted. If the invoice is not received within sixty (60) days of the service date, the invoice will not be paid.



*Court Interpreter Payment Schedule and
Policy & Procedure for reimbursement for
Expenses*

Court Interpreter Payment Schedule

By Interpreter Classification	Fee per Hour for Interpreting	Fee per Hour for Travel Time
Certified Spoken Languages	\$62.00	\$34.00
Certified Signed Languages • Certified: Legal Specialist • Certified: Legally Qualified • Certified: Legal Apprentice	\$79.00 \$67.00 \$55.00	\$45.00 \$39.00 \$29.00
Non Court Certified Spoken Languages • Justice System Spoken Interpreter • Spoken Language without certification testing available	\$42.50 Rate must be pre-authorized by AOC	\$19.00
For Other Related Services	Rate must be pre-authorized by AOC	



An interpreter may be reimbursed for meals and overnight accommodations if their one-way travel time exceeds 90 (ninety minutes) and requires the Interpreter to begin travel before 6:30 a.m. or conclude travel after 7:00 p.m.

Exceptions on a case-by-case basis may be granted with approval from the Language Access Statewide Program Manager. All overnight travel must be requested and approved at time of assignment confirmation. Exceptions for inclement weather must be requested no more than 24 hours before the scheduled time of the assignment.

Per diem and expenses will be reimbursed one of two ways: 1) At the Supreme Court approved flat rate for every 24-hour period *or* 2) actual expenses, requiring the submission of original itemized receipts, not to exceed limits as allowed in the Mileage and Per Diem Act and order of the New Mexico Supreme Court. The AOC will not provide travel advances for interpreters.

Interpreters coming in from out-of-state may also receive reimbursement for travel by common carrier, e.g., plane. Plane fare will be reimbursed with the prior approval of the AOC. Train fare cannot exceed the cost of coach airfare.

NOTE: Requests for reimbursement of travel and per diem that are submitted without prior approval of a Language Access Coordinator or Language Access Services Statewide Program Manager will be rejected.

Procedures

1. Reporting:

- Use the Itemized Schedule of Interpreter Travel Expenses to report your travel costs.
- It must include your name, phone number, vendor identification number, and your automobile license number.

2. Mileage:

- Mileage is reimbursed at the Supreme Court approved rate.
- You may claim reimbursement for actual miles (providing odometer readings) or map miles (see attached schedule).
- If location to and from the assignment is not included on the mileage schedule, please attach mileage estimates from Google Maps.
- Maximum allowance for odometer readings is 30 miles per trip over map miles.
- Mileage must be included when closing the job.

3. Per Diem Rates:

- You may request reimbursement based on the Supreme Court approved flat rate.
- This standard rate covers both lodging and meals.

ATTACHMENT C

- If requesting the standard per diem rate, you may also request the Supreme Court approved rate for miscellaneous out-of-pocket expenses (record this in miscellaneous column on Travel Expenses form).
4. **Reimbursement of Actual Meal Expenses:**
- Meals may be reimbursed at the Supreme Court approved rate per every 24 hour period with itemized receipts showing exactly what was purchased.
 - Alcoholic beverages, if included on a receipt, must be subtracted from the total.
 - Tips may not exceed 20% of the total per meal for every 24 hour period.
 - Should meal costs exceed the Supreme Court approved rate per 24 hour period, include each meal and cost in the Character of Expenditures column and max rate in the Per Diem Column; total in the Miscellaneous column.
5. **Reimbursement of Lodging Expenses:**
- Please request the government rate when making hotel reservations. If the hotel requires verification for the government rate, please inform your coordinator and verification will be provided.
 - While the *maximum* allowable for hotel costs is \$215.00, AOC requires that you receive prior approval from the coordinator who approved your travel for anything over \$150.00 per night.
6. **Submitting Receipts:**
- If you are requesting reimbursement of actual expenses you must submit original itemized receipts when closing the job(s).
 - Receipts should be clearly visible when attaching to the related expense. It is helpful to note the date and meal above the receipt.
 - Please deduct personal expenses (phone calls, mini-bar) from hotel receipts prior to submission.
7. **Partial Per Diem:**
- Interpreters will be reimbursed for travel that does not require overnight lodging, but extends beyond a normal work day. DFA considers a "normal work day" 8 hours within a nine-hour period (8:00 am to 5:00 pm). Lunch hour is not counted even if services were performed during the lunch time. Below is the partial per diem reimbursement guide.
- | | |
|-----------------------------|-----------------------------|
| Less than two hours | No partial per diem |
| Two but less than six hours | Supreme Court Approved Rate |
| Six but less than 12 hours | Supreme Court Approved Rate |
| 12 or more hours | Supreme Court Approved Rate |
- You do not need to submit receipts for the period of partial per diem, even if you have requested reimbursement for actual expenses for the rest of the trip.

Attachments:

- 1.) Map Mile Chart Effective January 1, 2017
- 2.) Google Maps Mileage Calculator Example

Index of Cities and Towns

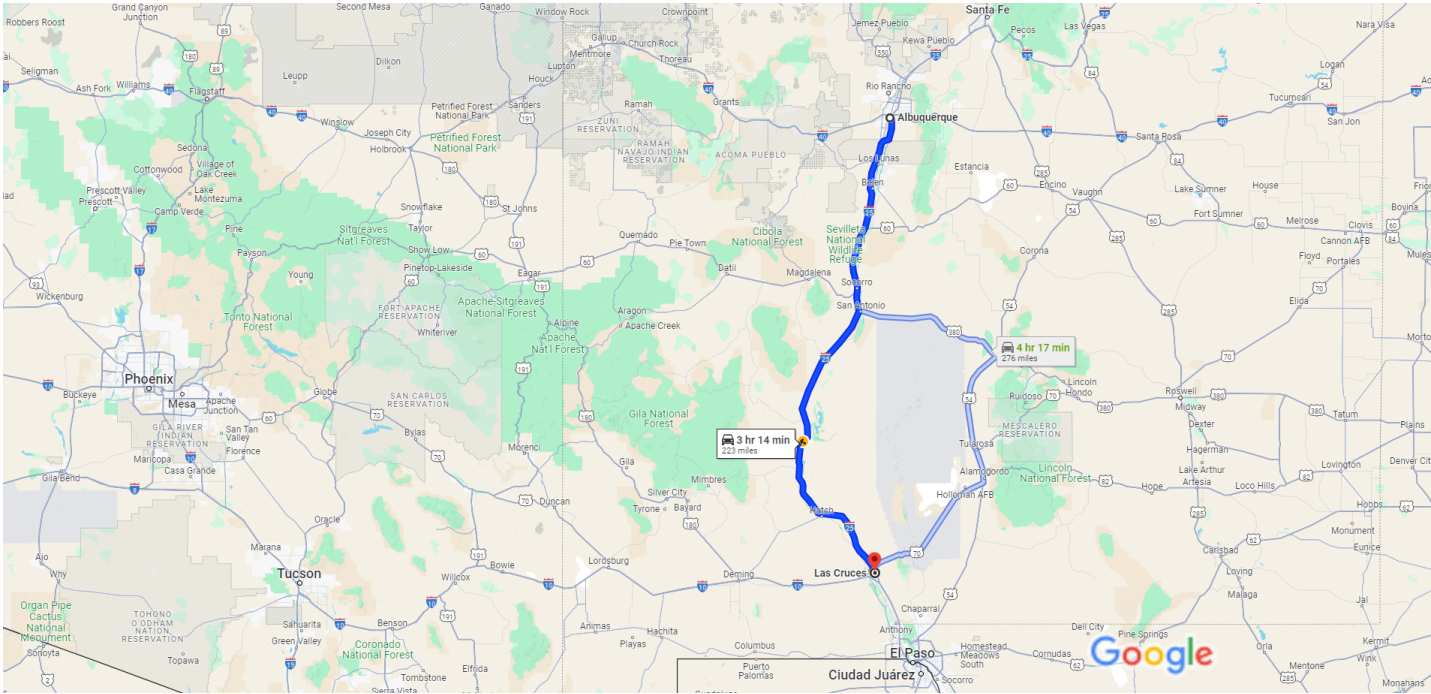
BemalilloD-5	ClaunichF-7	DwyerI-3	Flying C RanchE-8	HermanasK-3	La CienegaD-6	Las VegasC-8	Los AlamosC-8	Luis LopezG-5	Mangas SpringsI-1
BernardoF-5	ClaytonB-12	Eagle NestA-8	GageJ-2	HernandezB-6	La CuevaC-8	LeaI-11	Los ChavezE-5	LumbertonA-5	ManuelitoD-1
BethelF-12	ClevelandC-8	EdgewoodD-6	GalisteoD-7	High RollsI-7	La JaraB-5	LeasburgJ-5	Los CisnerosB-8	LunaG-1	ManzanoE-1
BinghamG-6	CliffI-1	El HuerfanoB-3	GallegosC-11	Highland MeadowsE-4	La JoyaF-5	LedouxC-8	Los LeFebresB-8	LybrookB-4	Mariano LakeC-1
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Black River VillageJ-10	ClovisF-12	El Paso GapJ-9	GallupC-1	HillsboroI-3	La MaderaB-7	LesbiaD-11	Los OjitosE-10	MalagaJ-10	McAlisterE-1
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BosqueE-5	CoolidgeD-2	ElkI-8	GladstoneB-11	HurleyI-2	LagunitasC-5	Loco HillsI-11			
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CedroE-6	DoraG-12								
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ChicoB-10									
ChilliliE-6									
ChimayoB-7									
Chippeway ParkI-7									
ChlorideH-3									
Church RockC-1									
CimarronA-9									
ClaphamB-12									
ClaudE-12									

CAUTION: Mileages shown are approximate. For determining an exact mileage between a specific starting and ending destination, please consult an online mapping or routing website.



Albuquerque, New Mexico to Las Cruces, New Mexico

Drive 223 miles, 3 hr 14 min



Map data ©2024 Google, INEGI 20 mi



via I-25 S

3 hr 14 min

Fastest route, the usual traffic

223 miles

⚠ This route has restricted usage or private roads.



via I-25 S and US-380 E

4 hr 17 min

276 miles

The Cornerstone Coffeehouse LLC
111 N Main Ave
LOVINGTON, NM 88260
575-739-0101

Take Out #71

12:40PM

Server: Gina A.
Receipt: 188145

05/07/2024
12:31PM
Register-1

1 x Guggenheim	10.75
- Jalapeno Chips	
1 x 16oz. Mango Mania	3.75
1 x Muffin	2.35

Subtotal	16.85
Tax	1.17

Balance Due	18.02
-------------	-------

External Card Processor	18.02
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Paid

Wifi Password
Cornerstone 1

Texas Roadhouse
4210 N Lovington Hwy
575-552-7140

Server: PM BAR 05/06/2024
ASPedro/1 7:21 PM
Guests: 1 40026
Area: DBL PUSH BAR

Lemonade	3.29
Grilled Salmon	19.99
Sweet Potato	
Sweet Potato Load	1.29

Complete Subtotal	24.57
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Subtotal	24.57
Tax	1.61

Total	26.18
-------	-------

Balance Due	26.18
-------------	-------

Thank You For Choosing
Texas Roadhouse
Have A Legendary Day!



24

05-07-24

Albuquerque NM 87121-5121 United States	Folio No.	:		Room No.	:	324
	A/R Number	:		Arrival	:	05-06-24
	Group Code	:		Departure	:	05-07-24
	Company	:	Government	Conf. No.	:	80385415
	Membership No.	:	PC 274110376	Rate Code	:	IDME0
	Invoice No.	:		Page No.	:	1 of 1

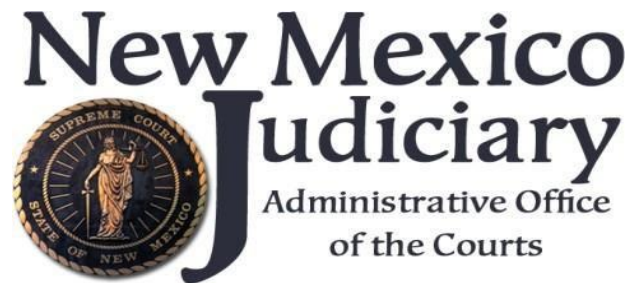
Date	Description	Charges	Credits
05-06-24	*Accommodation	140.65	
05-06-24	Lodging Tax	7.03	
05-06-24	City Tax	2.38	
05-06-24	State Tax	6.86	
05-07-24	Visa XXXXXXXXXXXX1584		156.92
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews . We look forward to welcoming you back soon.		Total	156.92 156.92
		Balance	0.00

Guest Signature: _____

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Express & Suites Hobbs
4000 N Lovington Hwy Hobbs, NM 88240
Telephone : 575.391.8777 Fax: 575.391.8778

Owned and Operated by Premier Hospitality Hobbs, LLC



**New Mexico Administrative Office of the Courts
Language Access Services
237 Don Gaspar, Room 25
Santa Fe, New Mexico 87504**

505 827 4853

Court Interpreter Classification & Continuing Education Policy

DEFINITIONS

1. Interpreters by Classification

a. Certified Court Interpreters –Spoken Languages

A New Mexico certified spoken language interpreter is an individual who has received court certification through the New Mexico Administrative Office of the Courts (including mandatory orientation and all required examinations), the United States Federal Court, or the National Center for Interpretation at the University of Arizona (Navajo only) and has completed at minimum the including mandatory orientation and post-certification workshops as regularly offered by the AOC. Interpreters in languages for which there are no standardized national examinations, must complete the mandatory written examination and Oral Proficiency Interviews per AOC Policy (available by request) to be recognized as New Mexico court certified.

Certified court interpreters in New Mexico must be in compliance with the AOC's Court Interpreter Continuing Education Policy. Those in compliance will be provided an identification badge in June every other calendar year. Should certification lapse due to non-compliance with the Continuing Education Policy,

ATTACHMENT D

an interpreter will be required to retake the certification examinations.

An individual who has passed all parts of the National Center for State Court's interpreter certification written and oral exams may be able to obtain reciprocal certification in New Mexico. An interpreter requesting reciprocal certification by New Mexico must provide sufficient information to allow confirmation of exam results in the other state. The Program Manager will review and confirm the test results. Upon confirmation of the certification exam results and the interpreter's attendance at New Mexico Court Interpreter Orientation, the Program Manager will add the interpreter to New Mexico's Directory of Certified Court Interpreters, indicating the state of certification. The Administrative Office of the Court reserves the right to request re-certification of any interpreter seeking reciprocal certification. Interpreters certified in another state and added to New Mexico's roster must maintain certification by meeting New Mexico's continuing education requirements for Certified Court Interpreters. If a person is denied reciprocal certification, the interpreter may appeal the denial to the Language Access Advisory Committee. The decision of the committee will be final. Reciprocal certification will not be granted if the other certifying entity does not grant reciprocal certification of New Mexico certified interpreters.

b. Certified Court Interpreters – Signed Language

Certified Interpreter: Legal Specialist	
Deaf Interpreters	Hearing Interpreters
Conditional Legal Interpreting Permit: Relay (CLIP-R)	Specialist Certificate: Legal (SC:L)
Certified Deaf Interpreter (CDI)	
New Mexico Community License	New Mexico Community License
AA Degree or alternative pathway (BA in 2016)	BA Degree or alternative pathway
Introduction to NM Courts Seminar	Introduction to NM Courts Seminar
Background check	Background check
2.0 Legal CEUs in each 4-year RID CMP cycle	2.0 Legal CEUs in each 4-year RID CMP cycle
Certified Interpreter: Legally Qualified	
Deaf Interpreters	Hearing Interpreters
Certified Deaf Interpreter (CDI)	RID Generalist Certification
New Mexico Community License	New Mexico Community License
Legal Training sufficient for SC:L Written test	Pass SC:L Written Test
AA Degree or alternative pathway (BA in 2016)	BA Degree or alternative pathway
Introduction to NM Courts Seminar	Introduction to NM Courts Seminar

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AOC Application	AOC Application
Background check	Background check
2.0 Legal CEUs in each 4-year RID CMP cycle	2.0 Legal CEUs in each 4-year RID CMP cycle
Certified Interpreter: Legal Apprentice	
Deaf Interpreters	Hearing Interpreters
New Mexico Provisional License	RID Generalist Cert.
CDI Training sufficient to take CDI Written test	New Mexico Community License
AOC Orientation	AOC Orientation
AA Degree or alternative pathway (BA in 2016)	BA Degree or alternative pathway
Introduction to NM Courts Seminar	Introduction to NM Courts Seminar
Background check	Background check
2.0 Legal CEUs in each 4-year RID CMP cycle	2.0 Legal CEUs in each 4-year RID CMP cycle
Limitations of Practice: No trials or jury	Limitations of Practice: No trials or jury

Additional clarification of requirements:

- Signed Language Interpreters will submit the following documents to the AOC annually on January 1 (scanned and submitted via email, no photos of cards or documents): Copy of RID card, Copy of NM Lic, Copy of RID transcripts (legal highlighted, totaling 2.0 CEUS at the end of 4 year cycle)

c. Non-Certified Interpreters – Spoken Languages

i. Justice System Interpreters

A New Mexico justice system spoken language interpreter is an individual who has successfully completed the Justice System Interpreting course of study with the New Mexico Center for Language Access (NMCLA) or otherwise qualified by the AOC. Interpreters in languages for which there are no standardized national examinations, must complete the mandatory written examination and Oral Proficiency Interviews per AOC Policy (available by request) to be recognized as New Mexico justice system interpreters.

All justice system interpreters must complete a one-day Intro to NM Courts Orientation through the New Mexico Administrative Office of the Courts Language Access Services and the required post-certification training in order to be included on the Registry of Justice System Interpreters. Continued

ATTACHMENT D

inclusion on the Registry is dependent upon compliance with New Mexico's continuing education requirements for certified court and justice system

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If a justice system interpreter fails to comply with the yearly continuing education requirements they will be removed from the Registry. All Justice System spoken and signed language Interpreters who work regularly in the courts, must be actively pursuing court interpreter certification within one year of having been placed on the Registry.

Limitations of Practice

A **non-certified spoken language court interpreter** or **certified legal apprentice** shall not be used for a juror or for the following types of criminal proceedings if incarceration is possible under statute or ordinance:

- An evidentiary hearing;
- A guilty or no-contest plea proceeding; or
- A trial.

A non-certified court interpreter shall not be used for a juror or for the following types of civil proceedings:

- An evidentiary hearing
- A trial.

ATTACHMENT D

ATTACHMENT D - CONTINUED

SPOKEN LANGUAGE INTERPRETERS Continuing Education Requirements For Certified Court Interpreters and Justice System Interpreters

I. Purpose

Becoming and remaining a skilled interpreter in the courtroom is an ongoing process that is not completed with certification. Certified interpreters should always be working to improve their legal knowledge, their English language and grammar skills, and their language and grammar skills in their certified language.

In order to promote and enhance this continuing education process the New Mexico Supreme Court Interpreter Advisory Committee has adopted these continuing education rules that apply to all New Mexico interpreters, and all federally certified interpreters who seek reimbursement at the state certified or justice system interpreter rates.

II. Reporting Requirements

- A. This Continuing Education rule becomes effective January 1, 2009. The deadline for reporting completion of required continuing education will be December 31st each year.
- B. All certified and justice system interpreters must fulfill these continuing education requirements. If these requirements are not met, the interpreter will be reimbursed at the non-certified rate until these requirements are met.
- C. All newly certified interpreters shall have until December 31st of the year after certification to fulfill his or her initial continuing education requirement. After that initial education period, the newly certified interpreter will complete the continuing education each year by December 31st.
- D. The Administrative Office of the Courts will prepare and distribute standard reporting forms to use when reporting continuing education. All continuing education documentation shall be mailed to:

Administrative Office of the Courts
Joshua M. Kahawai - Language Access
Services
Continuing Education
237 Don Gaspar, Room 25 Santa Fe, NM
87501

ATTACHMENT D

E. The certified interpreter shall provide adequate documentation of successful completion of the continuing education requirement. Documentation may include certificate of completion, transcript or grade report, or proof of membership and meeting attendance.

III. Annual Continuing Education Requirements

Membership in a Professional Interpreter Association

Each certified interpreter shall belong to at least one professional association related to interpreting. Qualified organizations include:

1. American Translators Association www.atanet.org
2. National Association of Judiciary Interpreters and Translators
www.najit.org or
3. New Mexico Translators and Interpreters Association
www.cybermesa.com/~nmtia
4. El Paso Interpreters and Translators Association
epitanet.org
5. The Registry of Interpreters for the Deaf (for signed language interpreters only) www.rid.org
6. Other organizations may be approved by the Interpreter Advisory Committee on a case-by-case basis, including the newly formed Navajo Interpreters Association.

Participation in Interpreter Relevant Education or Training

In addition to membership in a professional association, each person shall also complete twenty (20) hours of AOC-approved professional education, including at least two hours of ethics related training, every two years, effective January 1, 2011. There are several options available to meet this requirement including, but not limited to:

1. Attend and participate in the New Mexico Interpreters' Annual Conference, an AOC or New Mexico Center for Language Access professional development opportunity, or a nationally recognized interpreter related conference or
2. Successfully complete a relevant course at an accredited community or four year college. This must be a course for credit for at least 3 credit hours and is relevant to interpreting or legal issues or
3. Successfully complete a continuing legal education course approved by the New Mexico State Bar Association of at least three credit hours and relevant to interpreting or legal issues.

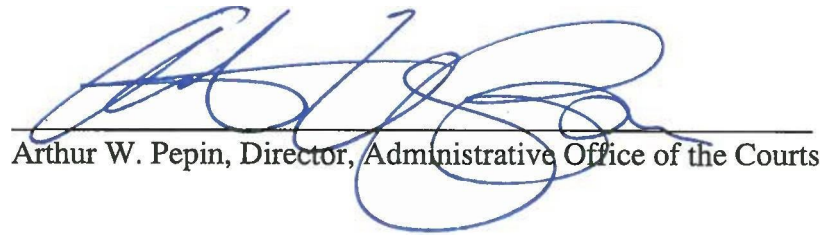
A provider of professional education may request pre-approval for New Mexico continuing education hours by providing the AOC with the following information for the course or training event:

1. Topic/s with Content Outline;

ATTACHMENT D

2. Trainer/s Resume;
3. Training Hours by Topic.

Relevant subject matter includes: professional issues, terminology, translation, legal issues, modes of interpreting, and cultural awareness. If a person or organization wishes to receive continuing education credit for courses outside these general areas, the request will be forwarded to the Court Interpreter Advisory Committee for approval.



Arthur W. Pepin, Director, Administrative Office of the Courts

Rev. 11/12/2010; Effective January 1, 2011

Administrative Office of the Courts

Supreme Court of New Mexico

Arthur W. Pepin, Director



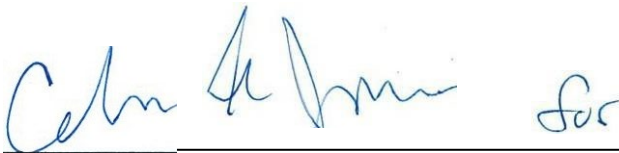
237 Don Gaspar, Room 25
Santa Fe, NM 87501
(505) 827-4800
(505) 827-4824 (fax)
www.nmcourts.gov

NEW MEXICO COURT INTERPRETER BACKGROUND CHECK POLICY

Candidates for court interpreter certification who have passed the written and oral examinations required for certification as a New Mexico Court Interpreter and New Mexico Center for Language Access qualified Justice System Interpreters must submit an application and complete an NCIC (National Crime Information Center) background check. After submitting an Application and Background Check Waiver Authorization form to the Administrative Office of the Courts (AOC), the AOC will conduct the background check.

1. Any candidate who refuses to comply with this Policy shall not be certified as a New Mexico court interpreter.
2. Any background information obtained shall be marked "CONFIDENTIAL" and shall not be used for any purpose other than the application for court interpreter certification or any process related to the certification.
3. No information obtained from the background check shall be given to any person, firm or corporation.
4. If information obtained does not indicate a need for further action, pending the results of the candidate's reference checks, the candidate will be notified of certification, and included in the New Mexico Directory of Certified Court Interpreters and Justice System Interpreters.
5. If relevant adverse information, which is determined to directly impact the candidate's appropriateness for providing court interpreting, is confirmed, AOC will notify the candidate and allow forty-five (45) days from notification to clarify the information.

6. The AOC is prohibited from sharing with the candidate any information obtained from the background checks. The candidate may obtain a copy of the criminal history reports directly from the Department of Public Safety at the candidate's expense.
7. The candidate's criminal history and any clarifying information will be reviewed by the Court Services Division Director. The Court Services Division Director, in consultation with the Language Access Services Manager, will consider the relevance of the criminal history to the profession of court interpreting, the period of time since the conviction date(s) and any evidence of rehabilitation submitted by the candidate.
8. Based upon this review, the Court Services Division Director will decide whether to grant or deny the New Mexico Court Interpreter Certification. If the Court Services Division Director denies certification based on a candidate's criminal history, the candidate may appeal the Court Services Division Director's decision to the Director of the AOC by filing a written appeal with the AOC within 30 calendar days of the date of the Court Services Division Director's decision.
9. Upon receiving a written appeal by a candidate, the Director of the AOC shall consider only the written information in the candidate's application file, including information submitted by the candidate. The Director may permit the candidate to file additional written information. The Director of the AOC shall issue a written decision on the candidate's appeal within 45 days of submission of the appeal.
10. Each candidate will be required to sign a Waiver Authorization form.

A handwritten signature in blue ink, appearing to read "Arthur W. Pepin", followed by a horizontal line.

Arthur W. Pepin
Director of the Administrative Office of the Courts

Effective: November 1, 2009

Revised: April 21, 2017

This Waiver Authorization expressly authorizes the New Mexico Administrative Office of the Courts to conduct an NCIC background check and submit fingerprints to the Department of Public Safety and to conduct biennial NCIC name-only background checks. The release of the requested information is necessary for the purpose of working as a Certified Court Interpreter or being registered as a Justice System Interpreter by the New Mexico Administrative Office of the Courts. The authorized information is not to be given to any other person, firm or corporation. The undersigned may withdraw this consent at any future time, in writing.

Date. _____