

Update Your Contact Info (please give us your current info even if you think we have it)

First Name _____ Middle _____ Last Name _____
 Cell Phone _____ Home Phone _____ Work Phone _____
 Personal Email* _____
 Mailing Address _____
 Language (s) _____ Calif. Cert/Reg No. _____
 * By providing your personal email you give CFI permission to send announcements

Court Employee:

Which County Court _____ Employment Status: Full-time Part-time Regular As-needed

Independent Contractor: which county is your base of operations _____

Bilingual Glossary Project

Will you volunteer to translate a seminar glossary into your language? yes no
 You get 1-2 dozen terms in English related to a seminar topic, and you provide translations in your language to share with other members.

www.calinterpreters.org/find Do you do freelance translation and/or interpreting?

Instructions for Your Listing in the Referral Directory

CFI is redesigning and updating it's referral directory. An exclusive benefit of CFI membership, this new service will offer a clean, user-friendly interface so attorneys and agencies can easily find and contact you to do freelance legal interpreting or translation.

- 1. Authorization:** If you do not want to be listed, please check "no thanks". If you DO want to be listed, check "yes" authorizing CFI to publish your listing, and fill in the rest of the form.
- 2. Freelance Interpreting:** Check "yes" if you offer freelance interpreting, and check if you are available only during business hours or only after hours. For example, some full time employees do interviews after work or on Saturdays ("after hours only"). Some contractors don't want to work evenings or weekends ("business hours only").
- 3. Working counties:** You must list only the counties where you REGULARLY work. Do NOT list counties where you don't work on a regular basis. For example, if an attorney calls you to work in X county, and you think to yourself, "hmmm, what a pain to get there, how much should I charge?" then X county is not a "working county" and you should not include it in your listing! Interpreters in non-metropolitan areas regularly travel further and will list more counties, but only those within their normal working area.

- 4. Translation:** Check "yes" if you do translation, and for each language (besides English) you MUST indicate which direction you translate (from English or into English). It is important that you NOT include both directions unless you really work in both. The industry standard is for translators to work into their native language only.
- 5. Transcription & Translation (TT):** Only mark "yes" if you currently offer that service.
- 6. Contact:** Attorneys will see only one telephone number and one email address. Prospective clients need your cell phone to reach you on short notice, and they need your email to clarify job agreements in writing.

For clients to find you, your listing must be accurate and up-to-date. No old phone numbers, no bounced emails, and no "oh I don't do that" replies. Clients need to know what specialty services you regularly provide, and where. And you must limit your listing to the services in your specialty for our new referral directory to be successful.

When more attorneys use our referral service with positive results, word will spread and you will get more calls. That's good business.
See calinterpreters.org/find for demo.

For CFI members only:

1. No thanks, I do not wish to be included in the referral directory.
 Yes, please include my services and contact info listed below.

2. **Freelance Interpreting** Yes No **If yes:** Anytime Business Hrs Only After Hrs Only

3. Working Counties [where you regularly work only!] _____

4. **Translation** yes no **If yes, for each language:** into English from English both [into native language only!]

5. **Transcription & Translation** yes no [Only if you already do TT]

6. You must fill in "cell phone" and "personal email" in the top section.