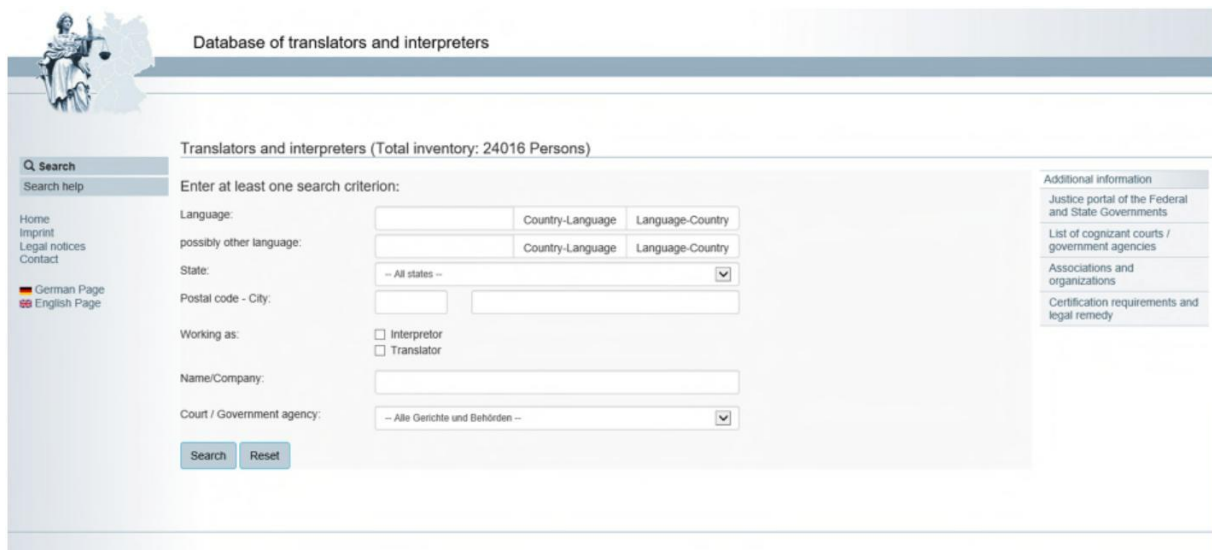


## Search help

The interpreter and translator database includes a list of all interpreters and translators who have been sworn in, publicly appointed or generally authorised by the respective courts in the individual federal states of Germany. The database has been so designed that a user is able to quickly find an appropriate interpreter and a translator for a specific language.

To open the search mask, click on the button  Search . You will then see the following

### Search mask



The screenshot shows the search interface for the 'Database of translators and interpreters'. At the top left is a logo of a justice figure. The main heading is 'Database of translators and interpreters'. Below this, it states 'Translators and interpreters (Total inventory: 24016 Persons)'. The search criteria section includes: 'Language:' with two dropdown menus for 'Country-Language' and 'Language-Country'; 'possibly other language:' with similar dropdowns; 'State:' with a dropdown menu set to '-- All states --'; 'Postal code - City:' with two input fields; 'Working as:' with checkboxes for 'Interpreter' and 'Translator'; 'Name/Company:' with an input field; and 'Court / Government agency:' with a dropdown menu set to '-- Alle Gerichte und Behörden --'. There are 'Search' and 'Reset' buttons at the bottom. On the right side, there is a sidebar with 'Additional information' links: 'Justice portal of the Federal and State Governments', 'List of cognizant courts / government agencies', 'Associations and organizations', and 'Certification requirements and legal remedy'.

### Define search criteria

You should select at least one search criterion. You can select at least one federal state, a court or an authority by clicking on the arrow next to the respective field. Within the white input field, you can insert search criteria to look for a specific interpreter or translator by entering a name/company (last name, first name, company, name component) and/or the city or town or the postal code. The name/company and the city or town and postal code do not have to be entered completely, at least three characters for the place and two characters for the name/company and the postal code will be enough. You do not have to enter a \* for any missing character or numbers.

To search for an interpreter or a translator for a specific language, enter the first character or characters of the language you are searching for into the white field. Having entered three characters you will get a selection list from which you will be able to choose the appropriate language. If you are not sure what language you should be

looking for, then you can click on the button  or . There you will get information on what language is spoken in a specific country or in what countries a specific language is spoken. When you have found what you are looking for in the list, you can click on the language and it will be automatically applied to the search window.

You can also search for two languages simultaneously. This search will produce hits indicating interpreters or translators who have been sworn in, publicly appointed or generally authorised for both languages.

You can also search for a specific person who works only as interpreter or only as translator, i.e. who does not act as both. To do so, click the respective option field under

Please notice that you have to use the search criterions in german spelling.

## Initiating search

Having entered the search criteria, click on the button **Search** to start the search process. The programme will then under the search window show data records that correspond with the selection criteria or you will get a message saying that no results have been found for the search criteria as specified. At the top of the page you can limit the number of hits per page to 5, 10, 25, 50, 100 or 1000. The hits will be presented in a random order. But you also can change the sort order by selecting an option from the drop-down field of by clicking on the column heading in the hit list choosing a sort order by last name, first name, postal code or place. Use the field to the right of the hit list “Search ” to finetune your search within the results of the hit list.

**Database of translators and interpreters**

Translators and interpreters (Total inventory: 24011 Persons)

Enter at least one search criterion:

Language:  Country:Language  Language:Country

possibly other language:  Country:Language  Language:Country

State:

Postal code - City:

Working as:  Interpreter  Translator

Name/Company:

Court / Government agency:

Your search produced the following results (For further details click on an entry):

The hits are presented in a random order. To change the sort order please choose column:

Showing 1 to 10 of 41 entries

Last name	First name	Languages	Postal code	City	Street address	Phone
Hopfe	Hella Menke	Dänisch	22113	Ostseebad	Uferstr. 13a	040-7120003
Christiansen	Clara	Dänisch	77654	Oberburg	Zähringerstraße 34	07815020863
Boysen	Dorian	Dänisch, Englisch	24103	Kiel	Wilhelmstraße 20	(0431-64368996)
Voss	Astrid	Dänisch	24944	Flensburg	Friedhelm 34	
Eggeling	Birgitte	Dänisch, Norwegisch, Schwedisch	23556	Lübeck	Karl-Lorenz-Weg 6	0451-4277930
Shearsoaden	Karin Mönsted	Dänisch, Norwegisch, Schwedisch	3530	Farum/København	Lindgårdsvej 33	+4544997707
Berleson	Rainer	Dänisch	24939	Flensburg	Am Schmalwall 5	0481-4076701
Jørgensen-Schumacher	Birgit	Dänisch	24229	Schwedeneck	Raffinerieweg 14b	04305-18001
Dörich	Frank	Dänisch	24850	Kiel	Dübstraße 20	0431-1804258
Jensen-Breit	Christina	Dänisch	24941	Flensburg	Lise-Meiner-Strasse 15	0481-903600

Search

## Retrieving the search results

When you have finished finetuning your search criteria and want to select an interpreter or translator you have found, click on the respective line. Thus you will open the entire data record with all the details included.

The screenshot displays the 'Database of translators and interpreters' interface. At the top left is a logo of a person with a scale. The main title is 'Database of translators and interpreters'. Below it, a 'Selected person:' section contains three input fields: 'State', 'Court / Government agency', and 'File number'. The form is organized into several sections: 'Personal data' (Name, Address, Email address, Internet address, Mobile phone, Phone, Fax, Home country), 'Business information' (Company, Business address, Email address, Mobile phone, Phone, Fax), 'Additional information' (Job description, Remarks, eBO address, Service hours, Industry / Profession / Additional qualification), and 'Englisch'. The 'Englisch' section features a table with columns for 'Interpreter' and 'Translator', and sub-columns for 'Application for renewal submitted'. Below this are several rows of text input fields for details like 'Generally sworn-in', 'Publicly appointed', 'Authorized', 'Temporarily working', and 'Government agency of domicile state'. On the left sidebar, there are links for 'Q Search', 'Search help', 'Home', 'Imprints', 'Legal notices', 'Contact', and language options for 'German Page' and 'English Page'. On the right, there are links for 'Additional information', 'Justice portal of the Federal and State Governments', 'List of cognizant courts / government agencies', 'Associations and organizations', and 'Certification requirements and legal remedy'. At the bottom of the form are 'Back' and 'Print version' buttons.

## Starting a new search

To start a new search, click on the button **Reset**. This will empty all search fields and you can start a new search.

## Print

You can print both the search results overview and the detailed view.