

Foreign Language Services Email Addresses

Languages Services Division Staff within the Department of Judicial Services have access to email addresses dedicated to specific purposes. Email box rules move emails to folders based on terms you include within the subject or body of the email you send. Unless you are using parentheses or commas as part of what you write, you do not need to add them from these instructions. **Use encryption if you are sharing personal information between domains.**

Language Administration – languages@vacourts.gov

- Certification Reciprocity – Interpreters who are certified should include this term (certification reciprocity) within the body or subject of the email
- Employment Questions – Interpreters seeking employment with Virginia courts should include any of the following terms (job, employment, PageUp, position, vacancy) within the body or subject of the email
- Interpreter Testing/Training – Interpreters wishing to pursue certification testing/training in Virginia should include any of the following terms (interpreter training, interpreter testing, train, test, exam, workshop, register, registration) within the body or subject of the email
- Mediation Orders – Mediation coordinators who must substantiate the use of OES-provided language access should include either of the following terms (orders to mediation, mediation orders) within the body or subject of the email to which you are attaching the orders. Please also include a date/time list (.docx or of assignments which were covered.
- Emails without any of these specific terms will be placed in the general Inbox