



Supreme Court of Illinois
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

Instructions for Registering Online for AOIC Court Interpreter Certification Events

To assist the Illinois circuit courts with providing qualified interpreters, the Administrative Office of the Illinois Courts (AOIC) administers a statewide certification program for persons with native-like mastery of English and a second language. Certification requires attendance at an orientation and passing written and oral exams. For a detailed overview of the AOIC Language Access Program and the policies and procedures in place for the training and certification of interpreters, please review the [Language Access Program Manual](#). You can also visit the [language access program website](#) to view upcoming events and find information about registration deadlines and fees.

The AOIC has developed an online database called the "Language Interpreter Registry" (LIR) to manage interpreter certification events and allow candidates to pay for events online through the State Treasurer's website. Below are instructions regarding how to register and pay for upcoming events.

1 To register, click on the link provided on our website to go to the "Language Interpreter Registry" (LIR) application login screen, or click on the following link: www.illinoiscourts.gov/courtapps

The screenshot shows a web browser window with the URL <http://www.illinoiscourts.gov/courtapps>. The page title is "Supreme Court of Illinois - Language Interpreter Registry". The main content area contains a login form with the following elements:

- A heading: "Please log in to the Language Interpreter Registry using your AOIC-issued username and password. If you are a new user or do not know your password, please click on the 'New User or Password Reset' link for more information."
- A "Login" button above the input fields.
- A "Username" input field.
- A "Password" input field.
- A "Login" button to the right of the password field.
- A link: "New User or Password Reset" below the password field.

2 Sign in with the username and password provided to you.

If you have attended a certification event, you should receive an email from the AOIC with your username and password. Please contact Noor Alawawda at nalawawda@illinoiscourts.gov if you did not receive a username and password.

If you are a new user and were not given a username and password, click on the "New User or Password Reset" link for further instructions.

Once you click on the "New User or Password Reset" link you will be directed to this page. To receive a username and password, simply send an email to LIRSupport@illinoiscourts.gov with your full name, phone number and address and click "Send." You will receive an email from the AOIC with your user ID and password within 1-2 business days. If you use a desktop email application like Outlook, you can click on the "Request ID" link to open a new email to LIRSupport@illinoiscourts.gov.

Once you receive a username and password, visit the link in Step 1 to sign in.

Once you sign in, you must change your password by clicking on the "Change Password" link near the top of the page and entering the appropriate fields. Passwords must be a minimum of 8 characters in length, include at least one Capital letter and one number.

3 Enter profile information.

Once you sign in, new users will be prompted to enter their profile information on the "My Profile" tab. If you are not a new user, please check that all of the information is correct. Once all information is entered correctly, select "Apply Changes."

Supreme Court of Illinois – Language Interpreter Registry

| Change Password | Logout |

My Profile Upcoming Events Event History

Personal Details Cancel Apply Changes Print

* Required

First Name Middle Name Last Name

Address1 Address2 City

State Zip Email Id

Alternate Email Id Phone Number Alternate Phone Number

Gender Male Female Undefined

Other names by which you have been known

State, province, region and country of your national origin

Comments

Languages

Tamil	Arabic
Telugu	Urdu
Thai	
Tigre	
Tigrinya	
Turkish	
Twi	
Ukrainian	
Vietnamese	
Yoruba	

4 Register for an event.

When you sign in, you will see the registration page. Please note that you can only see the events that you are eligible for. For example, if you have not attended orientation, you will only be able to register for an upcoming orientation. If you have attended orientation, you will be able to sign up for upcoming written exams. If you have passed the written exam, you will be able to sign up for an oral exam, if an exam is available in your language.

Select the event you wish to register for by clicking "Register" on the appropriate line.

Supreme Court of Illinois – Language Interpreter Registry

| Change Password | Logout |

My Profile | **Upcoming Events** | Event History

Below is a listing of the AOIC court interpreter certification events that are open for registration. Please note that you are only able to view and register for events that you are eligible for. For a description of the certification process and upcoming certification events, please visit our [website](#).

Register	Event type	Event Dates	Language	Venue	Room	City	Venue Address	Charge(\$)
Register	Orientation	11/16/2015 - 11/17/2015	-	Chicago AOIC Office	Conference Room	Chicago	222 N LaSalle, 13th Fl. , Chicago, IL	200

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Special instructions for registering for an oral exam

When registering for an oral exam, select the appropriate event date and language by clicking "Register."

My Profile | **Upcoming Events** | Event History

Below is a listing of the AOIC court interpreter certification events that are open for registration. Please note that you are only able to view and register for events that you are eligible for. For a description of the certification process and upcoming certification events, please visit our [website](#).

Register	Event type	Event Dates	Language	Venue	Room	City	Venue Address	Charge(\$)
Register	Oral Exam	04/22/2016 - 04/22/2016	Arabic	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	Bosnian; Serbian; Croatian	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	French	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	Korean	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	Polish	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	Portuguese	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	Russian	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	Somali	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	Spanish	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	170
Register	Oral Exam	04/22/2016 - 04/22/2016	Vietnamese	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	Mandarin	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	Cantonese	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	02/25/2016 - 02/25/2016	French	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	02/25/2016 - 02/25/2016	Korean	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	02/25/2016 - 02/25/2016	Polish	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200

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(Special instructions for registering for an oral exam cont'd)

Select the exam components you plan to take. If you are taking the full exam, select all three components by clicking the top arrow.

The screenshot shows a web interface with tabs for 'My Profile', 'Upcoming Events', and 'Event History'. The 'Upcoming Events' tab is active. Below it is a section titled 'Register for Languages' with 'Back To List' and 'Submit' buttons. Under 'Language', 'Arabic' is selected. A list of exam components is shown: 'Consecutive Oral Exam- \$100', 'Sight Oral Exam- \$50', and 'Simultaneous Oral Exam- \$50'. To the right of this list are three right-pointing arrows. Below the list is a 'Component' label and an empty box. To the right of the 'Component' box are three up-pointing arrows, three right-pointing arrows, and three down-pointing arrows.

Once your selection is complete, click "Submit."

The screenshot shows the same web interface as above. In this step, the three exam components are selected, and the list is highlighted in blue. The 'Submit' button is now highlighted in red, and a red arrow points to it from the text below. The 'Component' box remains empty, and the navigation arrows are still present.

5 Paying your registration fee

Once you click "Register", you will be directed to a separate secure site through the State Treasurer's Office for e-payment. Select the event type you are registering for. (If you have a pop-up blocker, you will have to change your web browser settings to allow pop ups to be directed to the State Treasurer's website).

Note: The AOIC now only accepts electronic payment (i.e., credit cards) for certification events.

E-Pay Administrative Office of the Illinois Courts

Welcome to Illinois Courts

Welcome from the Administrative Office of the Illinois Courts

This is an effort to offer the most innovative payment options. We hope you find this service convenient and easy to use.

Thank you for your payment!

Service fee pricing: All credit cards will include a service fee of 2.35% or \$1.00 minimum. The fee is not charged or collected by the Administrative Office of the Illinois Courts.

Payment Type (Please click the link below to make a payment.)	We Accept
Fees for Orientation	VISA, MasterCard, American Express, Discover
Fees for Written Exam	Discover, American Express, VISA
Fees for Oral Exam	VISA, MasterCard, American Express, Discover

For assistance, please contact us at:
Administrative Office of the Illinois Courts
 3101 Old Jacksonville Road
 Springfield, IL 62704
 sakbare@illinoiscourts.gov
 (312) 793-2013
 www.illinoiscourts.gov

About E-Pay User Terms Contact Help State Treasurer's Office Make a Payment Sign In

Enter the information on the fields provided. Once all information is entered correctly, click "Pay now" to enter credit or debit card payment information.

E-Pay Administrative Office of the Illinois Courts

Search About

Fees for Orientation

Please enter your LIR username.

LIR Username *

First Name *

Last Name *

Middle Name

Cell Phone/Day Time Phone # *

Event Name

Location of Orientation

Date of Orientation

Fee Amount *

Payment Method * -- Select Payment Method --

Subtotal Amount \$200.00

Service Fee \$0.00

Payment Amount \$200.00

Cancel Add To Cart **Pay Now**

Make sure your selection is correct, and select "Checkout."

E-Pay Administrative Office of the Illinois Courts

Search About

My Shopping Cart

Item Description	Amount	Action
Fees for Orientation - akbar11880	\$200.00	

Payment Method:

Service Fee: \$1.00

Total: \$201.00

Enter all required fields and click "Continue" to go to the next section. Once the payment information is entered correctly, click "Submit" to complete your transaction.

You will receive a payment confirmation to the email address you provided. This completes your registration. Closer to the event date, you will receive communication from the AOIC regarding details about the event. Thank you for your interest in the AOIC certification program!

Michael W. Frerichs
ILLINOIS STATE TREASURER

Billing Information

Please enter your Billing Instructions here

Billing Contact

First Name * Last Name *

Email Address *

Phone Number *

Billing Address

Street Address Line1 *

Zip Code * Select One *

City *

Cart Contents

ItemDescription	ItemAmount	MasterTransId	TransId	PayableId	TransDetailMultipleItemSId	FeeType	LIR
Fees for Orientation - akbar11880	200.00	780347	780347	118928	0	Orientation	akt

Payment Information

Review & Submit

Contact us
IL SUPREME COURT - INTERPRETER CERT
Certification & Training Fees
3101 Old Jacksonville Road
Springfield, IL 62704
Phone: 217-785-8446
Fax: 217-557-8211

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