

SPANISH WITH A PURPOSESM



Workplace Spanish® for Court Systems

Designed for court clerks, deputy clerks and court administrative personnel.

The objective of this program is to help English-speakers answer questions and explain court procedures, fines and processes in basic Spanish.

The **52-page** learning manual, audio CD and Click It® CD-ROM contain over 800 court-related and conversational terms and expressions organized into topics and practice conversations.

Key topics include:

- Spanish & phonetic pronunciation
- Greeting citizens & asking basic questions
- Numbers – Time & Timing
- Court personnel, instructions & documents
- Hearings – Procedures – Crimes - Violations
- Traffic Court expressions

ISBN # 978-1-930134-82-9

Workplace Spanish® Learning Kit includes:

- Easy-to-use Spanish learning manual
- Companion audio CD for car or stereo use (tracks can be ripped for iPod or MP3 use)
- Companion **“Click It®” CD-ROM** for PC use

Comprehensive, but not overwhelming . . .

Workplace Spanish® materials include both job-specific and conversational expressions. They will help you communicate in Spanish quickly, without having to learn grammar, complex rules and verb conjugations.

About Workplace Spanish®

Founded in 1998, Workplace Spanish, Inc. develops and publishes job-specific language learning tools for both English and Spanish speakers that are designed to improve communication, teamwork and productivity.

Our 25+ different learning programs have been used by almost [80,000 customers](#) in business & industry, healthcare, government, law enforcement & education.

Nationwide more than [350 colleges and schools](#) have used our materials for workforce development training and adult education in their local communities.



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Workplace Spanish® for COURT SYSTEMS

Workplace
SPANISH®

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Published by Workplace Spanish, Inc. // Roswell, GA 30076 // www.WorkplaceSpanish.com

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ISBN-13: 978-1-930134-21-8 (Manual & audio CD only) // ISBN-13: 978-1-930134-82-9 (Learning Kit with Click It® CD-ROM)

COURT PERSONNEL

(CD Track 11)

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I am the _____	Soy _____	soy _____
He is the _____*	Este es _____*	ess-tay / ess _____
- Accused or Defendant	- el Acusado	ah-coo- sah -doe
- Attorney	- el Abogado	ah-bo- gah -doe
- Bailiff	- el Alguacil	ahl-gwah- seal
- Bonds man	- el Fiador	fee-ah- door
- Convict	- el Convicto	cone- beek -toe
- Coroner	- el Médico forense	may -dee-ko / for- en -say
- Court Clerk	- el Secretario del tribunal	seck-reh- tah -ree-oh / del / tree-boo- nah l
- Court Reporter	- el Taquígrafo judicial	tah- kee -grah-foe / hoo-dee-see- ahl
- Defendant	- el Demandado	day-mahn- dah -doe
- Defense Lawyer	- el Abogado defensor	ah-bo- gah -doe / day-fehn- soar
- Deputy DA	- el Subfiscal	soob-fees- kahl
- Detective	- el Detective	day-teck- tee -bay
- District Attorney	- el Fiscal	fees- kahl
- Interpreter	- el Intérprete	een- tair -pray-tay
- Investigator	- el Investigador	een-bess-tee-gah- door
- Judge	- el Juez	h'wess
- Jury OR Juror	- el Jurado	hoo- rah -doe

* For "She is _____" use "Esta es" (ess-tan / ess)

- Magistrate	- el Juez del tribunal menor	h'wess / del / tree-boo- nah l / men- oar
- Paralegal	- el Asistente legal	ah-cease- ten -tay / lay- gahl
- Petitioner	- el Demandante	day-mahn- dahn -tay
- Plaintiff	- el Demandante	day-mahn- dahn -tay
- Probation Officer	- el Agente de probatoria	ah- hen -tay / day / pro-bah- tore -ee-ah
- Prosecutor	- el Fiscal	fees- kahl
- Public Defender	- el Defensor público	day-fehn- soar / poo -blee-ko
- Respondent	- el Demandado	day-mahn- dah -doe
- Sheriff	- el Alguacil	ahl-gwah- seal
- Solicitor	- el Fiscal	fees- kahl
- Victim	- la Víctima	beek -tee-mah
- Witness	- el Testigo	tess- tee -go

Directions: Match the English and Spanish statements below.

- | | |
|---------------------------|---------------------------------|
| 1. Initial Hearing | a. Notificación de sus derechos |
| 2. Deposition | b. Audiencia de indemnización |
| 3. Bench Trial | c. Lectura de cargos |
| 4. Consent Form | d. Orden judicial |
| 5. Motion | e. Fecha del juicio |
| 6. Damage Hearing | f. Declaración jurada |
| 7. Grand Jury | g. Juicio sin jurado |
| 8. Notification of Rights | h. Petición |
| 9. Trial Date | i. Documentos de acusación |
| 10. Arraignment | j. Formulario de permiso |
| 11. Charging Documents | k. Audiencia inicial |
| 12. Court Order | l. Jurado de acusación |

3. Documents

¿Trajo los documentos?	Did you bring the documents?
Sí, aquí están.	Yes, they are here.
¿Dónde está el affidavit?	Where is the affidavit?
Aquí está la copia.	Here is a copy.
Necesitamos el documento original Sr. Ramos.	We need the original document Mr. Ramos.
No me dijeron.	They did not tell me.
Lo siento. Deben estar en inglés. Este documento está en español.	I am sorry. We need them in English. This document is in Spanish.
¿Y qué hago?	What do I do?
Necesitamos una traducción certificada. Llame a este número para ayuda.	We need a certified translation. Call this number for help.

4. Looking for your information

Señorita, necesito pagar mi multa.	I need to pay my fine Miss.
¿Tiene la boleta de infracción?	Do you have your ticket?
No, no la tengo	No, I don't have it
¿Cuál es su nombre?	What's your name?
Martín Pérez Sarmiento	Martín Perez Sarmiento
Sarmiento ... no está. Sarmiento es su apellido, ¿correcto?	Sarmiento ... it is not here. Sarmiento is your last name, right?
Pérez Sarmiento. Tengo dos apellidos.	Perez Sarmiento. I have 2 last names.
Un momento, buscaré por Pérez. Aquí está. ¿Cuál es su fecha de nacimiento?	Just a moment, let me look Perez. Here it is. What is your birth date?
El once de noviembre de mil novecientos setenta	November 11, 1970
Sí, esta es su información. La multa es cien dólares.	Yes, this is your information. Your fine is \$100.00 dollars.

KEYWORD LIST – COURT SYSTEMS

NOTE: This list contains many, but not all, of the expressions in the program; it also includes some additional terms.

A little // A lot	Un poco // Mucho	oon / po -ko // moo -cho
Accused	Acusado	ah-coo- sah -doe
Acquittal	Exoneración	ex-own-air-ah-see- own
Address (current)	Dirección actual	dee-reck-see- own / ack-too- ahl
Address (previous)	Dirección anterior	dee-reck-see- own / ahn-tair-ee- oar
Adjudication	Sentencia en el tribunal de menores	sen- ten -see-ah / en / el / tree-boo- nahl / day / men- oar -ess
Admonishment	Amonestar	ah-moan-ess- tar
Afternoon	Tarde	tar -day
Again	Otra vez	oh -trah / base
Age	Edad	ay- dahd
Altered	Alterado	all-tair- ah -doe
Always	Siempre	see- em -pray
Appeal	Apelación	ah-pell-ah-see- own
Appearance docket	Lista de comparecientes	lease -tah / day / comb-pah-ray-see- en -tess
Application	Solicitud	so-lee-see- tude
Approved	Aprobado	ah-pro- bah -doe
Are you finished?	¿Ha terminado?	ah / tair-mee- nah -doe
Armed Robbery	Robo a mano armada	ro -bo / ah / mah -no / ahr- mah -dah
Arraignment	Lectura de cargos	leck- toor -ah / day / car -gohs
Arrest	Arresto	ahr- ress -toe
Assault	Agresión física	ah-greh-see- own / fee -see-kah
Assault with a deadly weapon	Agresión con arma mortal	ah-greh-see- own / cone / ahr -mah / more- tahl
Attorney	Abogado	ah-bo- gah -doe
Auto theft	Robo de vehículo	ro -bo / day / bay- ee -koo-lo
Back	Atrás	ah- trahs
Bail	Fianza	fee- ahn -sah
Bailiff	Alguacil	ahl-gwah- seal
Bathroom	Baño	bahn -yo
Bench Trial	Juicio sin jurado	h'whee -see-oh / seen / hoo- rah -doe
Bills (money)	Billetes	bee- yet -tays
Birth certificate	Acta de nacimiento	ack -tah / day / nah-see-mee- en -toe
Birthmarks	Marcas de nacimiento	mar -kahs / day / nah-see-mee- en -toe
Bond hearing	Audiencia para fianza	ow-dee- en -see-ah / pah -rah / fee- ahn -sah
Bonds man	Fiador	fee-ah- door
Brochure	Folleto	foe- yet -toe
Burglary	Escalamiento para robar	ess-kah-lah-mee- en -toe / pah -rah / ro- bar
Cafeteria	Cafetería	kah-fay-teh- ree -ah
Calendar (court)	Lista de causas	lease -tah / day / cow -sahs
Can I help you?	¿Le puedo ayudar?	lay / pway -doe / ah-you- dar
Can you help me?	¿Me puede ayudar?	may / pway -day / ah-you- dahr
Capital Punishment	Pena capital	pay -nah / kah-pee- tahl