

**GLOSSARY OF  
COURTHOUSE SIGNS  
FOR CLERKS OF COURT**

ENGLISH/SPANISH



Court Interpreter Services  
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## INTRODUCTION

The primary purpose of this glossary is to be a guide for the Judiciary to establish basic signage in Spanish, the most spoken foreign language in the state of Arkansas. The glossary should never be used for interpreting purposes in a courtroom. If the need for an interpreter arises, please contact AOC Court Interpreter Services.

The glossary is NOT intended to be an authoritative reference document that determines once and for all the only correct way to translate an English word or phrase. While there are certainly many wrong and unacceptable ways to translate a word or phrase, it is equally true that there is rarely only one correct way to translate a word or phrase.

If there are terms you would like to see added to this glossary, please contact Court Interpreter Services.

This glossary was assembled using excerpts from the glossary of the New Jersey Administrative Office of the Courts, whose translation team consists of the following expert linguists:

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<b>ALARM WILL SOUND</b>	<b>SONARÁ LA ALARMA</b>
<b>ANNEX BUILDING</b>	<b>EDIFICIO ANEXO</b>
<b>ATTORNEYS' ENTRANCE</b>	<b>ENTRADA DE ABOGADOS</b>
<b>BAIL INFORMATION</b>	<b>INFORMACIÓN SOBRE FIANZAS</b>
<b>BUSINESS ADDRESS</b>	<b>DIRECCIÓN COMERCIAL</b>
<b>CHAMBERS OF...</b>	<b>DESPACHO DE...</b>
<b>CHECK-IN</b>	<b>PRESENTESE AQUÍ</b>
<b>CIRCUIT COURT</b>	<b>TRIBUNAL DE CIRCUITO</b>
<b>CIRCUIT CLERK</b>	<b>SECRETARIO DEL CIRCUITO</b>
<b>CLERK'S OFFICE</b>	<b>OFICINA DEL SECRETARIO</b>
<b>CONFERENCE ROOM</b>	<b>SALA DE CONFERENCIAS</b>
<b>COUNTY CLERK</b>	<b>SECRETARIO DEL CONDADO</b>
<b>COURT CLERK</b>	<b>SECRETARIO DEL TRIBUNAL</b>
<b>COURT REPORTER</b>	<b>TAQUÍGRAFO DE ACTAS</b>
<b>COURTHOUSE</b>	<b>TRIBUNAL, TRIBUNALES</b>
<b>COURTROOM</b>	<b>SALA DEL TRIBUNAL, SALA DE AUDIENCIAS</b>
<b>COURTROOM #1</b>	<b>SALA DEL TRIBUNAL N°. 1</b>
<b>COURT OF APPEALS</b>	<b>TRIBUNAL DE APELACIONES</b>
<b>CRIMINAL PROBATION - WALK IN</b>	<b>LIBERTAD A PRUEBA PENAL - PASE</b>
<b>DISTRICT COURT</b>	<b>TRIBUNAL DE DISTRITO</b>
<b>DIVISION</b>	<b>SALA</b>
<b>(1ST, 2ND, 3RD) DIVISION</b>	<b>(1ª, 2ª, 3ª) SALA</b>
<b>DO NOT ENTER</b>	<b>PROHIBIDO ENTRAR</b>
<b>ELEVATOR</b>	<b>ASCENSOR</b>

<b>EMERGENCY EXIT ONLY</b>	<b>SALIDA SOLAMENTE DE EMERGENCIA</b>
<b>ENTER</b>	<b>ENTRADA</b>
<b>EXIT</b>	<b>SALIDA</b>
<b>FIRE DOOR KEEP CLOSED</b>	<b>PUERTA CONTRA FUEGO MANTENERLA CERRADA</b>
<b>GENERAL INFORMATION</b>	<b>INFORMACIÓN GENERAL</b>
<b>HANDICAPPED ACCESS ONLY</b>	<b>ACCESO SOLAMENTE PARA INCAPACITADOS</b>
<b>IN CASE OF FIRE DO NOT USE THE ELEVATOR</b>	<b>EN CASO DE INCENDIO NO TOMAR EL ASCENSOR</b>
<b>INFORMATION DESK</b>	<b>INFORMACIÓN</b>
<b>JURY ROOM</b>	<b>SALA DEL JURADO</b>
<b>KEEP CLOSED</b>	<b>MANTENER CERRADA</b>
<b>LADIES - EMPLOYEES ONLY</b>	<b>DAMAS - SOLAMENTE PARA EMPLEADAS</b>
<b>LADIES ROOM</b>	<b>DAMAS (FOR SIGN ON DOOR), BAÑO DE DAMAS (FOR SIGNS INDICATING DIRECTION)</b>
<b>LAW CLERK</b>	<b>ABOGADO PASANTE</b>
<b>LAW LIBRARY</b>	<b>BIBLIOTECA DE DERECHO</b>
<b>LAWYERS (ATTORNEYS) AND COURT PERSONNEL ONLY</b>	<b>SOLAMENTE PARA ABOGADOS Y EMPLEADOS DEL TRIBUNAL</b>
<b>LAWYERS ONLY</b>	<b>SOLAMENTE PARA ABOGADOS</b>
<b>MEN'S ROOM</b>	<b>CABALLEROS (FOR SIGN ON DOOR), BAÑO DE CABALLEROS (FOR SIGNS INDICATING DIRECTION)</b>
<b>NO CELL PHONES, PAGERS, PDAS (PERSONAL DIGITAL ASSISTANTS) OR ELECTRONIC DEVICES IN THE COURTROOM</b>	<b>NO SE PERMITEN TELÉFONOS CELULARES, BUSCAPERSONAS, PDAS (ASISTENTES DIGITALES PERSONALES) O APARATOS ELECTRÓNICOS EN LA SALA DEL TRIBUNAL</b>

<b>NO EXIT</b>	<b>NO ES SALIDA</b>
<b>NO SMOKING</b>	<b>PROHIBIDO FUMAR</b>
<b>NO SMOKING, FOOD OR DRINK</b>	<b>PROHIBIDO FUMAR, COMER Y BEBER</b>
<b>PLEASE DO NOT BLOCK DOORWAY THANK YOU</b>	<b>NO OBSTRUIR LA ENTRADA. GRACIAS.</b>
<b>PLEASE ENTER AND SIGN IN</b>	<b>POR FAVOR PASE Y APUNTE SU NOMBRE Y APELLIDO</b>
<b>PLEASE USE OTHER DOOR</b>	<b>PASE POR LA OTRA PUERTA</b>
<b>PRIVATE - JUDGE'S CHAMBERS</b>	<b>PRIVADO - DESPACHO DEL JUEZ</b>
<b>PRIVATE - NO ADMITTANCE</b>	<b>PRIVADO - PROHIBIDO ENTRAR</b>
<b>PROSECUTOR'S OFFICE</b>	<b>FISCALÍA</b>
<b>PUBLIC PHONE</b>	<b>TELÉFONO PÚBLICO</b>
<b>STAFF ONLY</b>	<b>SOLAMENTE PARA EMPLEADOS</b>
<b>WAITING ROOM</b>	<b>SALA DE ESPERA</b>
<b>TRIAL COURT ADMINISTRATOR</b>	<b>ADMINISTRADOR DEL TRIBUNAL DE PRIMERA INSTANCIA</b>
<b>WATCH YOUR STEP</b>	<b>TENGA CUIDADO</b>
<b>TO MAIN LOBBY</b>	<b>AL LOBBY PRINCIPAL</b>
<b>OFFICE OF THE PUBLIC DEFENDER</b>	<b>OFICINA DEL ABOGADO DE OFICIO</b>
<b>OFFICE OF THE PROSECUTOR</b>	<b>FISCALÍA</b>
<b>... ON (2ND) FLOOR</b>	<b>... EN EL (2º) PISO</b>