

In the Court of Common Pleas of _____ County

Plaintiff/Petitioner

:
:
:
:
:
:
:

Case number: _____

Vs.

Defendant/Respondent

Interpreter Request Notice – Civil

Interpreter services are requested in the above captioned matter as follows:

Hearing Date: _____ Time: _____ Courtroom/Office: _____

Address/Location: _____

Case type and proceeding (Select all that apply):

Case type: Landlord/Tenant Small Claims Personal Injury Contract/Employment Civil Rights

Medical Malpractice Wills Regulatory Liability Other: _____

Proceeding: Arbitration Pre-Trial Status/Settlement Conf. License/Registration Hearing Trial

MDJ Appeal Civil Appeal Other: _____

Name of person (LEP) needing the interpreter: _____

LEP relationship to case: Defendant/Respondent Plaintiff/Petitioner Witness Minor/Child

Parent/Person *in loco parentis* other: _____

Language (Select foreign or sign language and provide all requested information):

Foreign language: Language spoken: _____ Dialect (if applicable): _____

Sign language: American Sign Language other non-ASL: _____

Foreign sign language (country): _____

Country of origin: _____ Region/Province (if known): _____

Does the LEP speak a second language? Yes No Other language: _____

Please provide additional information about the communication preferences of the limited English speaker.

Print Requestor's Name

Date

Phone

Requestor's Signature

Title

E-mail