

## Court Interpreter Request Form

The following is required information in order to secure a qualified court interpreter for a court hearing or proceeding. **Please complete the first box and forward to:**

The Office of the Court Administrator  
by fax: (850)747-5717  
by email: [johnstona@jud14.flcourts.org](mailto:johnstona@jud14.flcourts.org)  
Questions, please call (850)747-5327

### Request for Court Interpreter Services

Name/Entity: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Fax: \_\_\_\_\_

Name of Person Service is Requested: \_\_\_\_\_

Type of Court Interpreter Requested:

Hearing-Impaired

Foreign Language

Language/Dialect: \_\_\_\_\_

Hearing/Proceeding Information:

Case #: \_\_\_\_\_ Type of Proceeding: \_\_\_\_\_

Judge: \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Est. Ending Time: \_\_\_\_\_

Requesting Party signature/approval: \_\_\_\_\_

**Note: If the need or circumstances for the assigned court interpreter changes for any reason, the requesting party is responsible for contacting the Office of the Court Administrator as soon as possible so that such changes can be communicated and confirmed with the scheduled interpreter. Failure to make such contact could result in the requesting party being responsible for the interpreter's charges.**

### Coordination of Court Interpreter Services Office of the Court Administrator

Request for Court Interpreter is:

Approved

Name of Interpreter: \_\_\_\_\_ Phone: \_\_\_\_\_

Appearing by Video       Appearing by Phone

Denied

Reason for denial: \_\_\_\_\_

Court Administration Contact: \_\_\_\_\_ Phone: \_\_\_\_\_