

14th Judicial Circuit
Court Interpreter

REQUEST / AUTHORIZATION FORM

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

The Office of the Court Administration

by email: interpreter@jud14.flcourts.org

by fax: (850) 747-5717

Question, please call (850) 747-5327

PLEASE NOTE: IF THIS FORM IS NOT FILLED OUT IN IT'S ENTIRETY, REQUEST MAY BE DENIED!

REQUEST

COURT ENTITY / DEPARTMENT INFORMATION

Entity Name: _____ Requestor's Name: _____
Entity Address: _____ Phone: _____ Fax: _____
Email: _____

PERSON COMPLETING THE FORM

Name: _____ Email: _____
FIRST NAME / LAST NAME
Phone: _____ Fax: _____

HEARING / PROCEEDING INFORMATION

Date Service Needed: _____ Language: _____ Presiding Judge: _____
Starting Time: _____ Proceeding: _____

(All times will be considered Central unless indicated otherwise)

Location for Interpreter to Report: _____

Additional
Remarks

DEFENDANT(S) INFORMATION

Defendant Name	/	Case Number	Defendant Name	/	Case Number
1. _____	/	_____	6. _____	/	_____
2. _____	/	_____	7. _____	/	_____
3. _____	/	_____	8. _____	/	_____
4. _____	/	_____	9. _____	/	_____
5. _____	/	_____	10. _____	/	_____

AUTHORIZATION

NUMBER:

This is to be filled out by Court Administration personnel only.

Scheduled Interpreter:

Name: _____

Phone: _____

Appearing in Person Appearing by Phone Appearing by Video

Denied

Court Administration Contact: _____ Phone: _____

This Form Number must be given to the Interpreter at the time that they are scheduled to interpret proceeding/hearing and must appear on the Interpreter's invoice.

Note: If the need or circumstances for the assigned 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.