

14th Judicial Circuit Court Interpreter Request/Authorization Form

The following information is required in order to secure a qualified court interpreter for a court hearing or proceeding. Please complete the form in its entirety and forward to interpreter@jud14.flcourts.org or to: Court Administration, Fax: (850) 747-5717. For questions please call the Interpreter Line at (850) 747-5798.

REQUEST

COURT ENTITY/ DEPARTMENT INFORMATION

Entity Name: _____ Requestors Name: _____
Address: _____
Email: _____ Phone: _____ Fax: _____

PERSON COMPLETING THE FORM

Name: _____ Email: _____
Phone: _____ Fax: _____

HEARING/ PROCEEDING INFORMATION

Date Service Needed: _____ Language: _____ Presiding Judge: _____
Starting Time: _____ Type of Proceeding: _____
Reporting Location for Interpreter: _____
Additional Remarks: _____

DEFENDANT(S) INFORMATION

<u>Defendant Name</u>	<u>Case Number</u>	<u>Defendant Name</u>	<u>Case Number</u>
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____

AUTHORIZATION

(This portion to be filled out by Court Administration Personnel only.)

Interpreter is:

Interpreters Name: _____
Phone Number: _____

APPROVAL NUMBER: _____

Appearing in Person Appearing by Phone Appearing by Video

Request Denied (Request was not received early enough to schedule an interpreter.)

Court Administration Contact: _____ Phone: _____

NOTE: IF THE NEED OR CIRCUMSTANCES FOR THE ASSIGNED INTERPRETER CHANGE FOR ANY REASON, THE REQUESTING PARTY IS RESPONSIBLE FOR CONTACTING COURT ADMINISTRATION 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.