

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