

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