

Beaver County Court Administrator's Office

Phone: (724) 728-5700

Fax: (724) 728-8708

INTERPRETER REQUEST FORM

Department Requesting Interpreter: _____

Case name and docket number: _____

Type of Interpreter Services Needed: _____

Language: _____ Sign: _____

(specify dialect if necessary)

(specify American or home sign)

Type of case or proceeding: _____

Date and Time of Hearing/Processing: _____

Location of Hearing or Proceeding: _____

Please indicate whether the interpreter is for:

defendant _____ witness/victim _____ plaintiff _____

Name of the individual for whom services will be provided: _____

Estimate as to length of hearing/proceeding: _____ hours _____ days

Is the party for whom the interpreter is needed represented? _____ yes _____ no

If yes, name of counsel: _____

Please submit completed form to Amy Walker, awalker@beavercountypa.gov or ext. 4661. Any questions regarding Interpreters should be directed to Aileen Bowers, Deputy Court Administrator, languageaccess@beavercountypa.gov or ext. 4668

ALL INTERPRETERS USED BY JUDICIAL DISTRICT 36 ARE CERTIFIED INTERPRETERS. THE AGENCIES WHICH PROVIDE THESE SERVICES REQUIRE ADVANCE NOTICE. THE COURT ADMINISTRATOR'S OFFICE SHOULD BE NOTIFIED AS SOON AS POSSIBLE OF THE NEED FOR AN INTERPRETER. BE AWARE THAT THE COURT WILL NOT PAY FOR AN INTERPRETER WHO IS NOT CERTIFIED OR APPROVED BY THIS OFFICE. YOU MUST PROVIDE AT LEAST 48 HOURS ADVANCE NOTICE TO THIS OFFICE OF ANY CANCELLATION, CONTINUANCE OR RESCHEDULING.