

# Fourteenth Judicial Circuit

## Interpreter Request Form Instructions

### **Important Information:**

Court interpreters are scheduled through Court Administration and must be scheduled in advance. The Interpreter Request Form should be submitted as soon as the date and time of the court proceedings are confirmed. If the proceeding is a trial, the form must be sent at least **three weeks** in advance to ensure there will be coverage. In most cases, the scheduled interpreter will appear via zoom and will **only** interpret for the Court. This service does not include translating private conversations between the attorney and client.

### **Step 1: Download Form**

Visit [jud14.flcourts.org](http://jud14.flcourts.org) → Select Forms Tab → Download & Save Interpreter Request Form

This blank form should be saved as a PDF for editing purposes.

### **Step 2: Edit Form**

The requestor must fill out the first three sections of the form in its entirety (Court Entity, Person Completing the Form, and Hearing Information). Please ensure this information is accurate and specific to the defendant you are requesting an interpreter for.

**The interpreter form should not be handwritten for editing purposes.**

### **Step 3: Save & Send Form**

Once the form is filled out, save the file as a PDF. Submit the form by sending an email to [interpreter@jud14.flcourts.org](mailto:interpreter@jud14.flcourts.org) with the form attached. The requestor will get an email confirming the request has been received and an approval form will be sent as soon as possible. **ALL** requests should be sent to this email to ensure they are received and addressed in a timely manner.

### **Notes:**

All day hearings and trials require two interpreters to translate the proceeding. If there's an interpreter needed for a hearing lasting more than two hours or all day, the form should be sent **two** weeks in advance.

When scheduling an interpreter for jury trials, the trial start date must start the day following jury selection.

Attorneys should never call interpreters directly for any reason as all scheduling must be done through Court Administration.

**If a hearing is cancelled/rescheduled or there's a delay in court to use the interpreter, contact Court Administration immediately via email at [interpreter@jud14.flcourts.org](mailto:interpreter@jud14.flcourts.org) or by phone (850)747-5798.**

# 14<sup>th</sup> 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, save as a PDF and submit by email to [interpreter@jud14.flcourts.org](mailto:interpreter@jud14.flcourts.org)

## REQUEST

### REQUESTOR'S INFORMATION

Entity Name: \_\_\_\_\_ Requestors Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### HEARING/ PROCEEDING INFORMATION

Date Service Needed: \_\_\_\_\_ Language: \_\_\_\_\_ Presiding Judge: \_\_\_\_\_  
Starting Time: \_\_\_\_\_ Approximate Ending Time: \_\_\_\_\_  
Type of Proceeding: \_\_\_\_\_ Zoom Information for Interpreter: \_\_\_\_\_  
Name and role of anyone else (not defendant) needing an interpreter: \_\_\_\_\_  
Additional Remarks: \_\_\_\_\_

### DEFENDANT(S) INFORMATION

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

## 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.**