

INTERPRETER REQUEST NOTICE

Interpreter services are requested in the above captioned matter as follows:

Case Name & Docket Number:

Name of the person requiring the interpreter (if different from the case name):

Date of Court Proceeding & Time:

Estimated length of proceeding:

Relationship to Case: Plaintiff/Petitioner Defendant/Respondent Victim Witness Juvenile
 Child Parent/Person *in loco parentis*

Name of Judge, Hearing Officer, or Conference Officer:

Location: Courthouse - CR # ____ Children & Youth Juvenile Justice Center Schaffner Youth Center
 MDJ Urrutia MDJ Pianka MDJ 12-1-04 MDJ H. Johnson MDJ Lindsay MDJ Smith
 MDJ K. Lenker MDJ Judy MDJ McKnight MDJ P. Zozos MDJ Margerum MDJ Klein
 MDJ G. Johnson MDJ Wenner MDJ Pelino Night Court Central Court/ Prison
 Virtual information (Audio/ Video):

Type of case: Criminal Civil Family Juvenile PFA Mental Health Other:

- If the interpreter is not available in person: Book the interpreter remotely Contact the requester

Language (choose foreign or deaf and provide requested information):

Foreign language spoken: Country of origin/ Region/ Province (if known):
Dialect (if applicable):
 Deaf/hard of hearing: American Sign Language Other non-ASL type:

Please give a brief description of any particular condition which may affect or limit the communication skills of the person for whom the interpreter is requested:

Attorney Name:

Attorney email:

List criminal charges:

If the proceeding is a guilty plea, has the colloquy form been discussed? Yes No

Requestor's Name:

Phone:

Email:

Relationship to Person Requiring Interpreter:

Email the completed form to interpreterrequest@dauphincounty.gov, or mail to Language Access Coordinator, 3rd Floor Court Administration, Dauphin County Courthouse, 101 Market Street, Harrisburg, PA 17101