In the Court of Common Pleas of Montgomery 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: _____

Judge/Presiding Officer: _____ 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