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| REQUEST FOR COURT INTERPRETER By an INDIVIDUAL WHO HAs BEEN GIVEN FEE WAIVER |
| *(PLEASE PRINT CLEARLY)* |
| This form should be used by individuals who have been given a Fee Waiver Certificate to request the services of a court-provided interpreter for themselves or for one or more of their witnesses, in a language other than English, French or a visual language. |
| **Contact the court office immediately if your contact information changes.** | Court File/Claim Number: |       |
|  |  |
| Full Legal Name: |       |  | ***To be completed by court office staff:*** |
| Current Mailing Address: |  |  | Court Office Address: |  |
|       |  |  |  |  |
|  |  |  |  |
| Telephone No.: |       |  |  | Court Office Telephone No.: |  |  |
|  | (any daytime numbers where you may be contacted) |  |  |  |
| E-mail Address: |       |  |
| Court interpreters in civil, family and Small Claims Court cases will be provided to individuals who have been given a Fee Waiver Certificate and who indicate the need for an interpreter for either themselves or their witness(es), for all court appearances at which a judicial official presides. The presence and use of the court interpreter in the courtroom remains at the discretion of the presiding judicial official. |
| **SECTION A** |
| **If you have been given a Fee Waiver Certificate and you require a court interpreter for yourself:** |
| 1. Indicate the language for which you require interpretation:
 |       |
|  | (language required) |
| 1. Sign and date this form at the bottom.
 |
| 1. Provide the signed form to court staff immediately.
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| This form will be used to schedule an interpreter for you for every event in your case. |
| **SECTION B** |
| **If you have been given a Fee Waiver Certificate and one or more of your witnesses requires a court interpreter**, you must complete a new copy of this form for each court appearance where the witness will be appearing and will require an interpreter: |
| 1. Fill out the information below indicating the language required and date and time of the court appearance.
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| 1. Sign and date this form at the bottom.
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| 1. Provide the signed form to court staff as soon as the information is available and **at least seven (7) working days** before the date of the court appearance. Working days are defined as days when the court office is open.
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|       |  |       |  |       |
| (name of witness) |  | (language required) |  | (date and time required) |
|       |  |       |  |       |
| (name of witness) |  | (language required) |  | (date and time required) |
|       |  |       |  |       |
| (name of witness) |  | (language required) |  | (date and time required) |
| [ ]  Check here if you have additional witness(es). List them on a separate sheet, indicating the language and date and time required and attach it to this form. |
| **NOTE:** After you have submitted this request for an interpreter, if you become aware that an interpreter is not required for a court appearance, **notify the court office immediately to cancel the interpreter**. |
|  |       |  |  |  |
|  | Date of signature |  | Signature of Requestor |  |

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| **FOR COURT OFFICE STAFF USE ONLY** |
| Forwarded to |  | on |  |
|  | (name of person or office) |  | (date forwarded) |