



**SOUTH CAROLINA  
JUDICIAL BRANCH**

**REQUEST FOR COURT INTERPRETER**

**CASE INFORMATION:**

COUNTY OF \_\_\_\_\_

CASE NO. \_\_\_\_\_

CASE NAME

\_\_\_\_\_

Plaintiff

V.

\_\_\_\_\_

Defendant

**REQUESTOR INFORMATION:**

First Name: \_\_\_\_\_

Surname(s): \_\_\_\_\_

Title/Position: \_\_\_\_\_

Law Firm/Agency/Org: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**TYPE OF COURT:**

☐ General Sessions/GSNJ ☐ Common Pleas/CPNJ

☐ Family Court ☐ Other \_\_\_\_\_

**LANGUAGE ACCESS NEEDS:**

☐ Sign Language/ASL

☐ Non-English Speaking \_\_\_\_\_

Specify Language

**COURT PROCEEDING INFORMATION:**

Scheduled Date(s): \_\_\_\_\_

Scheduled Start Time: \_\_\_\_\_

Estimated Duration of Proceeding: \_\_\_\_\_

Proceeding to be held: ☐ In Person ☐ Remotely

Courthouse Address: \_\_\_\_\_

Courtroom Number (if known): \_\_\_\_\_

**LIMITED ENGLISH PROFICIENCY (LEP) PERSON(S) INFORMATION:**

LEP #1 First Name: \_\_\_\_\_

LEP #2 First Name: \_\_\_\_\_

LEP #1 Surname(s): \_\_\_\_\_

LEP #2 Surname(s): \_\_\_\_\_

LEP person #1 is the: \_\_\_\_\_

LEP person #2 is the: \_\_\_\_\_

Date of Request: \_\_\_\_\_

**FOR CLERK'S USE:**

Interpreter Assigned: \_\_\_\_\_

Language: \_\_\_\_\_

Interpreter Phone Number: \_\_\_\_\_

☐ Certified ☐ Otherwise Qualified

Interpreter Email: \_\_\_\_\_

Date Assigned: \_\_\_\_\_

Assigned by: \_\_\_\_\_

Notes: \_\_\_\_\_

**IF CANCELLED:**

Notification of cancellation received from: \_\_\_\_\_

On: Click to enter a date at (Time) \_\_\_\_\_

Interpreter notified via email on: Click to enter a date at (time): \_\_\_\_\_

Notified by: \_\_\_\_\_

Less than 24 hours (one business day) notice was provided to the interpreter: ☐ Yes ☐ No

Name of party responsible for late cancellation, per the judge: \_\_\_\_\_