

INTERPRETER REQUEST AND SCHEDULING NOTICES

Important Information about these forms

MOTION TO APPOINT INTERPRETER AND SCHEDULING NOTICE

When you have a scheduled court date:

You need to complete this form 5 days in advance EVERY time you have a scheduled court event. (Hearings, mediation, or any other event you receive notice of from the judge).

NOTICE TO CANCEL/ RESCHEDULE INTERPRETER

If you cancel or reschedule your court date:

You must provide 24-hour advanced notice of any cancellation or rescheduling. You may be charged for the interpreter expenses if you fail to notify the court of the change.

IN THE SUPERIOR COURT OF FAYETTE COUNTY

STATE OF GEORGIA

_____)	
Plaintiff/ Petitioner)	Civil Action
)	File No. _____
v.)	
)	
_____)	
Defendant/ Respondent)	

MOTION TO APPOINT AN INTERPRETER AND SCHEDULING NOTICE

My name is _____ and I am representing myself. I am asking this Court to appoint and interpreter to translate all proceedings in the above-referenced case pursuant to Georgia Court Rules and Procedure, Use of Interpreters for Non-English Speaking Persons, Appendix A and Uniform Superior Court Rule 7.3. In support of my motions, I state the following:

1. I am the Plaintiff Defendant in this case.
2. My native language is _____
I require hearing-impaired assistance.
3. I cannot understand and speak English well enough to fully participate in this case.
4. I will need the interpreter for all proceedings in this case.

SCHEDULING NOTICE

5. This case is scheduled for _____ (date) at _____ (time).
6. An interpreter is needed to assist the: Plaintiff Defendant.
7. I believe the total time needed for my case is _____ hours and _____ minutes.

Dated: _____

Plaintiff Defendant, Pro se (Signature)
Name: _____
Address: _____

Phone: _____
Email: _____

IN THE SUPERIOR COURT OF FAYETTE COUNTY

STATE OF GEORGIA

_____)	
Plaintiff/ Petitioner)	Civil Action
)	File No. _____
v.)	
)	
_____)	
Defendant/ Respondent)	

CERTIFICATE OF SERVICE

This certifies that on this date I sent copies of the foregoing *Motion to Appoint Interpreter and Scheduling Notice* to the opposing party by _____ first class mail _____ certified mail, return receipt requested. They were addressed as follows:

Dated: _____

 Plaintiff Defendant, Pro se (Signature)
 Name: _____
 Address: _____

 Phone: _____
 Email: _____

IN THE SUPERIOR COURT OF FAYETTE COUNTY

STATE OF GEORGIA

_____)	
Plaintiff/ Petitioner)	Civil Action
)	File No. _____
v.)	
)	
_____)	
Defendant/ Respondent)	

ORDER TO APPOINT AN INTERPRETER

Having considered the Motion to Appoint an Interpreter and Scheduling Notice, and finding the necessity for an interpreter, the Court hereby ORDERS:

1. An interpreter be provided at no cost to Plaintiff Defendant pursuant to Rule III(B) of Appendix A, Uniform Rule for Interpreter Programs adopted by the Supreme Court of Georgia Rules for the Use of Interpreters for Non-English Speaking Persons; and
2. A certified interpreter, if available, be appointed.

IT IS SO ORDERED this the _____ day of _____, 20_____.

JUDGE, SUPERIOR COURT
FAYETTE COUNTY, GEORGIA

IN THE SUPERIOR COURT OF FAYETTE COUNTY

STATE OF GEORGIA

_____)
Plaintiff/ Petitioner)
)
v.)
)
_____)
Defendant/ Respondent)

Civil Action
File No. _____

NOTICE TO CANCEL / RESCHEDULE INTERPRETER

My name is _____ and I am representing myself. I am notifying the court and all parties pursuant to Uniform Superior Court Rule 7.3. In support of my motion, I state the following:

I have cancelled or rescheduled my court date, and I do not need an interpreter present on _____(date) at _____(time).

Dated: _____

Plaintiff Defendant, Pro se (Signature)
Name: _____
Address: _____

Phone: _____
Email: _____