



**COURT ADMINISTRATOR'S OFFICE
THIRTY-NINTH JUDICIAL DISTRICT OF PENNSYLVANIA
FRANKLIN/FULTON COUNTIES**

MARK SINGER
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39TH JUDICIAL DISTRICT

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AIMEE R. COOK
DEPUTY COURT ADMINISTRATOR
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DEPUTY COURT ADMINISTRATOR

MEMORANDUM

To: All practicing Attorneys - 39th Judicial District
From: Mark Singer, District Court Administrator, 39th Judicial District
CC: Board of Judges, 39th Judicial District; Magisterial District Judges, 39th Judicial District; Adult Probation; Juvenile Probation; Children & Youth Services; Domestic Relations Services
RE: Interpreter Request(s)
Date: January 18, 2019

Any attorney needing the services of an interpreter for their client for all in court proceedings, should complete the appropriate interpreter request form(s).

Completed form(s) should be sent to Angela Stoner, Deputy Court Administration, c/o the Court Administrator's Office as soon as the attorney becomes aware of the need for an interpreter. A separate request shall be made for each scheduled court proceeding throughout the duration of the case.

While Court Administration attempts to ensure the presence of a Spanish interpreter at the Courthouse on most Tuesdays for Central Court, Wednesdays for Criminal Court, Call of the Criminal Trial Lists at the Courthouse and at the Franklin County Jail, and Criminal Pretrial Conference days at the Courthouse, counsel should not presume this interpreter's availability. It is the responsibility of the attorney to make the request for an interpreter by completing the appropriate form(s) and sending it to the Court Administrator's Office. Every effort will then be made to ensure the presence of an interpreter in the requested location for the identified hearing. Please do not assume that an interpreter will be available. If Court Administration does not receive the appropriate request form an interpreter may not be available to assist. Please allow sufficient time to process the request.

Interpreter request forms are attached as a reference.

In addition, interpreter request forms can be found using the following link:
http://www.franklincountypa.gov/index.php?section=courts_forms

After completion, form(s) should be sent to: Angela Stoner, Deputy Court Administrator via email at ajstoner@franklincountypa.gov or by fax at 717-261-3854.

Thank you for your attention to this memorandum.

In the Court of Common Pleas of _____ County

Commonwealth of Pennsylvania

vs.

Defendant

:
:
:
:
:
:
:

Case number: _____

Interpreter Request Notice – Criminal

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

Hearing Date: _____ Time: _____ Courtroom: _____

Location: _____ Type of case: _____

Name of person requiring the interpreter: _____

Relationship to case: ☐ Defendant ☐ Victim ☐ Witness ☐ Juvenile

☐ Parent/Person *in loco parentis* ☐ other: _____

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

☐ Foreign language spoken: _____ Dialect (if applicable): _____

☐ Deaf/hard of hearing: ☐ American Sign Language ☐ other non-ASL type: _____

Country of origin: _____ Region/Province (if known): _____

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:

Print Requestor's Name

Phone

Date

Requestor's Signature

Title

In the Court of Common Pleas of _____ County

Plaintiff/Petitioner

vs.

Defendant/Respondent

:
:
:
:
:
:
:

Case number: _____

Interpreter Request Notice – Civil/Family

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

Hearing Date: _____ Time: _____ Courtroom: _____

Location: _____ Type of case: _____

Name of person requiring the interpreter: _____

Relationship to case: ☐ Defendant/Respondent ☐ Plaintiff/Petitioner ☐ Witness ☐ Child

☐ Parent/Person *in loco parentis* ☐ other: _____

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

☐ Foreign language spoken: _____ Dialect (if applicable): _____

☐ Deaf/hard of hearing: ☐ American Sign Language ☐ other non-ASL type: _____

Country of origin: _____ Region/Province (if known): _____

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:

Print Requestor's Name

Phone

Date

Requestor's Signature

Title

Commonwealth of Pennsylvania
Magisterial District Court No. _____ of _____ County

vs.

:
:
:
:
:
:
:

Case number: _____

Interpreter Request Notice – Magisterial District Judge

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

Hearing Date: _____ Time: _____ Courtroom: _____ Location: _____

MDJ Court Address: _____

Type of case: _____

Name of person requiring the interpreter: _____

Relationship to case: 1. Criminal: ☐ Defendant ☐ Victim ☐ Witness ☐ Juvenile
☐ Parent ☐ other: _____

2. Civil: ☐ Respondent/Defendant ☐ Petitioner/Plaintiff ☐ Witness
☐ Parent/Person *in loco parentis* ☐ other: _____

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

☐ Foreign language spoken: _____ Dialect (if applicable): _____

☐ Deaf/hard of hearing: ☐ American Sign Language ☐ other non-ASL type: _____

Country of origin: _____ Region/Province (if known): _____

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:

Print Requestor's Name

Phone

Date

Requestor's Signature

Title