

REQUEST FOR INTERPRETER (CIVIL)

SELF-HELP FORM PACKET

SHC-INT-01 (Rev. 07/30/2021)

Self-Help Services can review your completed forms before you file them with the Court. To request review of your completed forms, visit your nearest Self-Help Center location:

- **Central Justice Center:** 700 Civic Center Drive West, Santa Ana, 92701
- **Costa Mesa Justice Complex:** 3390 Harbor Blvd., Costa Mesa, 92626
- **Harbor Justice Center:** 4601 Jamboree Road, Newport Beach, 92660
- **Lamoreaux Justice Center:** 341 The City Drive South, Orange 92868
- **North Justice Center:** 1275 N. Berkeley Ave., Fullerton, 92832
- **Stephen K. Tamura - West Justice Center:** 8141 13th St., Westminster, 92683

Fill out this form if you or a witness in your case needs an interpreter when you are in court.

See instructions on page 2 of this form for more information.

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:

1 Your Information (person requesting an interpreter). *If you have a lawyer, give your lawyer's information.*

Name: _____

State Bar No.: _____

Firm Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

E-Mail Address: _____

2 I am a party in this case (check one item below):

☐ Plaintiff/Petitioner ☐ Defendant/Respondent ☐ Other (describe): _____

3 I need an interpreter in the following language when I am in court:

- | | | | |
|--|--|--|--|
| ☐ español (Spanish) | ☐ Tiếng Việt (Vietnamese) | ☐ 한국어 (Korean) | ☐ 普通话 (Mandarin) |
| ☐ 广东话 (Cantonese) | ☐ فارسی (Farsi/Persian) | ☐ русский (Russian) | ☐ Tagalog (Tagalog) |
| ☐ العربية (Arabic) | ☐ ਪੰਜਾਬੀ (Punjabi) | ☐ Other: _____ | |

Include town of origin, if you speak an indigenous language: _____

4 I have a witness who needs an interpreter for the following court date:

(Complete a separate form for each witness.)

a. Date: _____ Time: _____

Department and judicial officer, if known: _____

☐ No date is set yet.

b. The witness needs an interpreter in (check one):

☐ The language marked above **OR**

☐ Other (enter the language the witness speaks): _____

Date: _____



Signature of party or attorney



Your Name: _____

Case Number: _____

INSTRUCTIONS

- Court proceedings are in English. If a party or witness does not speak or understand English well, he or she may need an interpreter. The interpreter will allow him or her to testify, speak to the judge, and understand what others are saying in court. Certified and registered court interpreters are trained to interpret in court. If you need language help, you can ask the court to provide a court interpreter by filling out the first page of this form.
- You should complete this form if you or a witness in your case needs an interpreter. A witness is someone who provides information in court, under oath. You should complete a separate form for every witness who needs language help. Complete the first page and file it with the court. Check with your local court to find out how far in advance you must file a request for an interpreter. You can also find out when the court will answer your request.
- Courts try to provide an interpreter in every language and in every civil case. The court will provide you with a response to let you know if your request was granted. Sometimes, a court cannot provide an interpreter in every case.



Request for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office or go to www.courts.ca.gov/forms for *Request for Accommodations by Persons With Disabilities and Response* (Form MC-410). (Civ. Code, § 54.8.)