

**IN THE COURT OF COMMON PLEAS
DIVISION OF DOMESTIC RELATIONS
BUTLER COUNTY, OHIO**

REQUEST FOR INTERPRETER

Plaintiff/1st Petitioner

Case Number

Date

vs./and

Defendant/2nd Petitioner

Judge or Magistrate assigned for hearing

Name of party requiring interpreter

Phone number of party or other contact person

Name of attorney/party making request

Phone number of attorney/party making request

Hearing day, date, and time

Type of hearing

Type of interpretive service required

Estimated amount of time interpreter needed

I hereby request interpretive services as described above. I understand that the court will arrange for an interpreter to be present as requested, and will inform me of the name and address of the interpretive service selected. I further understand that *it is my responsibility to notify the interpretive service, in writing, if there is any change in the date or time of hearing*, and that if I fail to do so, I will be held responsible for payment of the interpreter's fee for time spent at court for a hearing that was rescheduled without notice to the interpreter.

Signature of attorney/party making request

Court Officer

CASE MANAGERS USE ONLY

Date Interpreter Agency Contacted: _____

Name of Interpreter Agency: _____

Contact person: _____

Interpreter Agency Address: _____

Street Number Street Name Suite Number

City State Zip

Phone Number Fax Number

Date the interpreter request form sent to administrative office:

Court Officer who scheduled interpreter: _____

CERTIFICATE OF SERVICE

I hereby certify that a copy of the within Entry was mailed on _____, 20____, by U. S. regular mail to Plaintiff or _____, Attorney for Plaintiff, and Defendant or _____, Attorney for Defendant, at their respective residences or offices.

Court Officer