

Request For Interpreter Services

Clerk/Requestor: Print 1 copy of this request to sign and give to the interpreter on the date of appearance. Attach this form to an email and submit to COURT INTERPRETERS or cics@alameda.courts.ca.gov

Language:		Questions related to any interpreter scheduling matter should always be sent to the above email or by phone to (510)891-6002.
Date Needed:		
AM, PM, Full Day:		
Time:		
Location:		
Case Type:		
Event Type:		
Primary Charge:		
Department:		
Case Name:		
Case Number:		
Interpreter to Assist:		
Additional People to Assist:		
Total # to Assist:		
Last Interpreter (If known)		
Fee Waiver?		
Requested by:		
Phone number:		
Date Submitted:		Time Submitted

Other Instructions/Notes:

Interpreter Services Office Use Only

Interpreter Assigned:

Reason not provided: **Unable to Fill** **Short Notice** **Reassigned** **Interpreter Cancelled**

Status: **Certified** **Registered** **Non-Cert** **Non Reg.** **Emp//Contractor**

Call and Assign Log

Name:	Day and Time Called/emailed/texted	Response:		

Verification by Clerk *or* Requestor

Name of Interpreter:		Appeared on:	
Date:	Signature:		
Job Title:			