



# Thurston County Superior Court

## Interpreter Request Form

Date of request \_\_\_\_\_

Requestor \_\_\_\_\_

Case name and case number \_\_\_\_\_

Name of individual needing interpreter \_\_\_\_\_

Hearing type \_\_\_\_\_

Date and time of hearing \_\_\_\_\_

Length of hearing \_\_\_\_\_

Language \_\_\_\_\_

How will the individual be appearing:

☐ IN PERSON which courthouse campus ☐ Main Campus ☐ Family & Juvenile Campus

☐ Via ZOOM (provide Zoom meeting ID and passcode):

Additional Information \_\_\_\_\_

- Requests for interpreters must be made at least 72 hours in advance except for preliminary appearances and unrepresented parties set for arraignment – the Interpreter Coordinator will book these without request.
- Cancellations must be made within 48-hours. The Party who cancels or continues a hearing must notify the Interpreter Coordinator of the change. Parties who fail to cancel the interpreter requests within this timeframe will incur costs billed to the County by the interpreter. Many interpreters travel to Thurston County from outside our geographical area and have strict 48-hour cancelation policies.
- Requests must be in writing. You may use this form or email/fax the above information to the Court Interpreter Coordinator.

Fax: **360-754-3359**

Email: [Court\\_Interpreter@co.thurston.wa.us](mailto:Court_Interpreter@co.thurston.wa.us)

Questions: **360-596-5154**