

PROCEDURES FOR REQUESTING A COURT APPOINTED INTERPRETER FOR A CIVIL PROCEEDING IN CIRCUIT COURT

The Circuit Court will hire Court appointed interpreters under the following circumstances:

1. Any non-English speaking individual determined to be indigent by the Circuit Court.
(See Procedures below)
2. Any non-English speaking individual represented by Legal Services of Northern Virginia or the Fairfax Bar Pro Bono Project.
3. Any non-English speaking individual who was appointed an interpreter in either General District Court or Juvenile and Domestic Relations District Court and now requires an interpreter for the appeal in Circuit Court.
4. Anyone requiring sign language interpreters or CART (Communication Access Real Time Translation)

If you previously had an interpreter appointed by a lower Court, or if you are represented by counsel, it is the responsibility of you or your counsel to notify the Civil Docket Clerk at (703) 246-4941 to arrange for an interpreter to be present at your hearing. Requests for interpreters should be made at least two weeks prior to the hearing date.

For sign language interpreters or CART only, contact the Interpreter Coordinator directly at (703) 246-4191 (TTY 703-352-4139 through Virginia Relay 711). Requests for sign language interpreters or CART should be made at least 3 weeks in advance of the hearing date.

PROCEDURES:

Any individual who is not represented by counsel and believes that they do not have the financial ability to hire an interpreter should:

1. Obtain and complete the following forms:
 - a. **CCR Form A-310** (on the next 2 pages)
 - b. **State Form CC-1414**, Petition for Proceeding in Civil Case without payment of fees or costs, available here:
<http://www.courts.state.va.us/forms/circuit/cc1414.pdf>

Please note: Copies of these forms are available in judges' chambers and the Clerk's Office Administration Division, Room 318.

2. Present forms along with the Notarized Affidavit to the Interpreter Coordinator, at judges' chambers OR the Clerk's Office Administration Office. Chambers are on the 5th floor and the Clerk's Office is on the 3rd floor of the Jennings Building, 4110 Chain Bridge Road, Fairfax, Virginia. **Please submit forms at least two weeks prior to the hearing date.**
3. A Judge will approve or deny the request.
If approved: The Interpreter Coordinator will work with the Docketing Clerk to make arrangements for an interpreter to be present at the hearing. If you have questions, please contact the Interpreter Coordinator at 703-246-4191.

If denied: Make independent arrangements to hire an interpreter who has been approved by the Circuit Court. You will be responsible for the payment of this interpreter. Contact the Interpreter Coordinator at (703) 246-4191 for a listing of approved interpreters.

**REQUEST FOR COURT APPOINTED INTERPRETER
FOR CIVIL PROCEEDINGS IN THE CIRCUIT COURT**

Date: _____

Style of Case: _____

Versus

_____ **Case Number:** _____

INTERPRETER NEEDED FOR:

Name: _____

Relation to case: (please circle one) **PLAINTIFF** **DEFENDANT** **WITNESS**

Language needed: _____

Date(s) Interpreter needed: _____

Signature: _____

Counsel: _____ **Phone:** _____
(If any)

Judge's Use Only

Request for Court Appointed Interpreter has been: **Granted** **Denied**

Comments: _____

Date: _____ **Signature:** _____

Docket Clerk Use Only

Date request received: _____ **Interpreter assigned:** _____

Date interpreter called: _____ **Hired by:** _____

****PLEASE FORWARD TO DOCKET CLERK WHEN COMPLETED**

AFFIDAVIT OF INDIGENCY

I hereby affirm that the statements on the attached Petition for Proceeding in Civil Case without Payment of Fees or Costs are true, complete and correct.

Signature - Petitioner

**COMMONWEALTH OF VIRGINIA
COUNTY OF FAIRFAX**

Subscribed to, sworn to and acknowledged before me, a Notary Public in and for the Commonwealth and County aforesaid on this ____ day of _____, 20____.

City/County of _____
Commonwealth of Virginia

The foregoing instrument was acknowledged before me this ___ day of ___, 20 ____ by

(Name of person seeking acknowledgment)

Notary Public
Notary registration number: _____
My commission expires: _____