

**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 one week prior to the hearing date.**

**For sign language interpreters or CART only, contact Suzanne Lubkeman directly at (703) 246-2883 (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 a Petition for Proceeding in Civil Case without payment of fees or costs form (CC-1414) and a Request for a Court Appointed Interpreter form (next page). The forms are available in judges' chambers and the CC-1414 state form can also be found at <http://www.courts.state.va.us/forms/circuit/cc1414.pdf>.
2. Present forms along with the Notarized Affidavit to Suzanne Lubkeman, the Interpreter Coordinator, in Judges' Chambers on the 5th floor of the Jennings Building, 4110 Chain Bridge Road, Fairfax, Virginia, at least one week prior to the hearing date.
3. A Judge will approve or deny the request.  
**If approved:** Contact the Civil Docket Clerk at (703) 246-4941 to make arrangements to have an interpreter present at your hearing.

**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 Suzanne Lubkeman at (703) 246-2883 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: \_\_\_\_\_