

Getting Started

Request & Order for an Interpreter

IMPORTANT: This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to request an interpreter for your case. Your use of the form does not guarantee you will be successful in court.

To learn how to fill out the forms and file them with the court, read the *How to Request an Interpreter* instruction sheet and the instructions on the forms.

Name of the form:	<i>Request & Order for an Interpreter</i>
Purpose of the form:	To ask the Court to appoint an interpreter for a party, witness, victim, juror, or spectator who uses sign language or who speaks or understands only limited English. For jurors and spectators, only sign language interpretation is available. The interpreter will translate what is said in court.
Types of cases the form CAN be used for:	All civil and criminal cases, including court ordered mediation, arbitration, probation, and court-ordered evaluations.
Types of cases the form CANNOT be used for:	None.
Special information or papers needed to complete the form:	The name, address, and telephone number of the person who needs an interpreter and the language that person speaks.
Statutes and Policies covering the form:	<ul style="list-style-type: none"> • Illinois Supreme Court Disability Policy http://www.illinoiscourts.gov/supremecourt/policies/disabilitypolicy/disability-policy.pdf • Illinois Supreme Court Language Access Policy http://illinoiscourts.gov/CivilJustice/LanguageAccess/Language_Access_Policy.pdf
Where to find the forms and instruction sheet:	www.illinoiscourts.gov/Forms/approved/
For more information:	Read the <i>How to Request an Interpreter</i> instruction sheet that comes with this form. You may also find more information, resources, and the location of your local county self help center at: www.illinoislegalaid.org .

HOW TO REQUEST AN INTERPRETER

Who can request an interpreter?

To request an interpreter you must be a:

- party (a person who brings or defends a lawsuit);
- person who brings or defends a case on behalf of a minor or adult disabled party;
- parent or legal guardian of a minor party or minor victim;
- parent or legal guardian of an adult disabled party;
- witness;
- victim in the case;
- juror (sign language only); OR
- spectator (sign language only).

How do I request an interpreter?

Each circuit court uses different procedures.

You have options:

- Fill out the *Request & Order for an Interpreter* form, which gives the court information about:
 - who needs an interpreter in court;
 - when the interpreter is needed; AND
 - what language is needed.
- OR
- Ask court personnel:
 - In Cook County go to the Office of Interpreter Services;
 - In all other counties go to the court administrator's or Circuit Clerk's office to ask for an interpreter; OR
 - Tell the judge or judge's clerk in court that you need an interpreter.

Where can I find the forms I need?

You can find the forms at:

www.illinoiscourts.gov/Forms/approved/.

What costs will I need to pay to request an interpreter?

None.

What do I do if I choose to fill out the *Request & Order for an Interpreter*?

Step 1: File your forms with the Circuit Clerk in the county where the court case is filed.

- Make copies of your forms for yourself.
- In most counties it is best to file your forms with the Circuit Clerk in person, but in certain counties you must file online. Check with your Circuit Clerk:
<http://www.ilcourtclerks.org/illinois-court-clerks/>
- The Circuit Clerk will stamp your forms. This stamp is your proof that the forms were filed with the court.

- How to File In Person
 - Go to the courthouse in the county where your court case is filed.
 - Give the Circuit Clerk your original forms and the copies to stamp.
 - The Circuit Clerk will keep the original forms and give back your copies.
- How to File By Mail
 - Mail your original forms and one copy to the Circuit Clerk.
 - Include the *Letter to the Circuit Clerk* found at: <http://www.illinoiscourts.gov/Forms/approved/>.
 - Include a self-addressed and stamped envelope for the Circuit Clerk to mail the file stamped copy to you.
- How to File Online
 - Check your local Circuit Clerk's website to see if online filing is an option for you at: <http://www.ilcourtclerks.org/illinois-court-clerks/>.
 - Follow the instructions for filing online provided by the Circuit Clerk.

Step 2: Get a copy of your order.

- The *Order* is the bottom part of the *Request & Order for an Interpreter*.
- The judge will fill in this bottom part to show if the request is granted or denied.
- In some cases you will get your *Order* while you wait. But in other cases the *Order* will be mailed to you later. Ask the Circuit Clerk if you should wait for your *Order*, or if it will be sent to you.
- If the request is GRANTED, you can have an interpreter on the dates and times listed in the *Order*. Bring the *Order* with you so that court personnel can get you an interpreter. Ask the Circuit Clerk whether you need to call in advance so that an interpreter can be scheduled for your court date.
- If the request is DENIED, no interpreter will be provided for you.

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	REQUEST & ORDER FOR AN INTERPRETER	<i>For Court Use Only</i>
Instructions ▼ Enter above the county name where this case was filed. Enter the name of the person or company that filed this case as Plaintiff/Petitioner. Enter the name of the Defendant/Respondent. Enter the Case Number given by the Circuit Clerk.	_____ Plaintiff / Petitioner <i>(First, middle, last name)</i> v. _____ Defendant / Respondent <i>(First, middle, last name)</i>	_____ Case Number

REQUEST FOR INTERPRETER

<p>In 1a, enter the name of the person who needs a foreign language or sign language interpreter.</p>
<p>In 1b, enter the address of the person who needs an interpreter. Do not complete 1b if your information is protected because of domestic violence or abuse.</p>
<p>In 1c, enter the phone number of the person who needs an interpreter. Do not complete 1c if your information is protected because of domestic violence or abuse.</p>
<p>In 1d, check the box that explains how the person is involved with this court case. For a witness or victim, enter the dates they will be in court and need an interpreter.</p>
<p>In 2a, enter the name of the person filling out this form if they are not the same person who needs an interpreter.</p>

1. Person who needs an interpreter:

- a. Name: _____

First
Middle
Last

- b. Address: _____

Street, Apt #
City
State
ZIP

- c. Phone: _____

- d. The person who needs an interpreter is: *(choose one)*
 - a party who will need an interpreter for all court dates.
 - a person who brings or defends a case on behalf of a minor or adult disabled party for all court dates.
 - a parent/legal guardian of a minor party or minor victim who will need an interpreter for all court dates.
 - a parent/legal guardian of a disabled adult party who will need an interpreter for all court dates.
 - a witness who is testifying on: _____ Court Date & Time: _____
 - a victim in court on: _____ Court Date & Time: _____
 - a juror (sign language only) in court on: _____ Court Date & Time: _____
 - a spectator (sign language only) in court on: _____ Court Date & Time: _____

2. Person completing this form: *(complete only if different than the person who needs the interpreter)*

- a. Name: _____

First
Middle
Last

In **2b**, enter the address of the person filling out this form.
Do not complete **2b** if your information is protected because of domestic violence or abuse.

b. Address: _____
Street, Apt# *City* *State* *ZIP*

In **2c**, enter the phone number of the person filling out this form.
Do not complete **2c** if your information is protected because of domestic violence or abuse.

c. Phone: _____

In **3**, check the box of the language needed.
If the language is not listed, check "Other" and enter the language.

3. Language needed: (select one)

- | | | | |
|---|---|-------------------------------------|---|
| <input type="checkbox"/> Spanish | <input type="checkbox"/> Dinka | <input type="checkbox"/> Kirundi | <input type="checkbox"/> Russian |
| <input type="checkbox"/> Albanian | <input type="checkbox"/> Filipino | <input type="checkbox"/> Korean | <input type="checkbox"/> Serbo-Croatian |
| <input type="checkbox"/> American Sign Language | <input type="checkbox"/> French | <input type="checkbox"/> Kunama | <input type="checkbox"/> Somali |
| <input type="checkbox"/> Amharic | <input type="checkbox"/> German | <input type="checkbox"/> Laotian | <input type="checkbox"/> Swahili |
| <input type="checkbox"/> Arabic | <input type="checkbox"/> Greek | <input type="checkbox"/> Lithuanian | <input type="checkbox"/> Tagalog |
| <input type="checkbox"/> Armenian | <input type="checkbox"/> Gujarati | <input type="checkbox"/> Macedonian | <input type="checkbox"/> Telugu |
| <input type="checkbox"/> Assyrian | <input type="checkbox"/> Haitian Creole | <input type="checkbox"/> Mongolian | <input type="checkbox"/> Thai |
| <input type="checkbox"/> Bosnian | <input type="checkbox"/> Hindi | <input type="checkbox"/> Nepali | <input type="checkbox"/> Tigrinya |
| <input type="checkbox"/> Bulgarian | <input type="checkbox"/> Hungarian | <input type="checkbox"/> Persian | <input type="checkbox"/> Turkish |
| <input type="checkbox"/> Burmese | <input type="checkbox"/> Indonesian | <input type="checkbox"/> Polish | <input type="checkbox"/> Ukrainian |
| <input type="checkbox"/> Chinese-Mandarin | <input type="checkbox"/> Italian | <input type="checkbox"/> Portuguese | <input type="checkbox"/> Urdu |
| <input type="checkbox"/> Chinese-Cantonese | <input type="checkbox"/> Japanese | <input type="checkbox"/> Punjabi | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Czech | <input type="checkbox"/> Karen | <input type="checkbox"/> Romanian | <input type="checkbox"/> Yoruba |
| <input type="checkbox"/> OTHER: _____ | | | |

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

I certify that everything in the *Request & Order For An Interpreter* is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

After you finish this form, sign and print your name.

Your Signature *Print Your Name*

ORDER FOR INTERPRETER

DO NOT check any boxes below this point. The judge will check the correct boxes at the hearing.

IT IS ORDERED:

- The *Request for an Interpreter* is APPROVED.
- The *Request for an Interpreter* is DENIED.

ENTERED:

DO NOT complete this section. The judge will sign and date here.

Judge *Date*