

INTERPRETER REQUESTS – Monroe County Court of Common Pleas

Sign Language Interpreters are provided by the court in compliance with ADA requirements.

Foreign Language Interpreters are provided by the court as set forth in 42 Pa.C.S., Section 4416 (d) (see request form).

Foreign language Interpreters for Commonwealth witnesses are paid from District Attorney budget.

Except as provided above, costs of providing foreign language interpreter services shall be at the discretion of the presiding judge.

Parties requesting interpreters (Sign or Language) must supply this office with a completed request form so we have a written record of the request and sufficient information with which we may supply interpreters called upon to provide service.

Attached are two Request Forms, one for Sign Language and the other for (foreign) Language.

Minimum advance notification is requested for various services as follows:

- 5 days – Common Languages such as French or Spanish**
- 10 days – Less Common languages or remote dialects
(ie. Asian, African, Haitian, Middle Eastern)**
- 2 weeks – Sign Language**

Please advise us immediately of any schedule changes (continuances/cancellations) so we can notify agencies and avoid fees associated with late cancellation or no notice at all.

**Certain exceptions may apply to the above policies and procedures.
Sept. 2008**