

INTERPRETER REQUEST AND SCHEDULING NOTICES

Important Information about these forms

MOTION TO APPOINT INTERPRETER AND SCHEDULING NOTICE

When you have a scheduled court date

You need to complete this form 5 days in advance EVERY time you have a scheduled event at the court (hearings, mediation, or any other event you receive notice of from the judge).

NOTICE TO CANCEL/RESCHEDULE INTERPRETER

If you cancel or reschedule your court date

You must provide 24 hour advance notice of any cancellation or rescheduling. You may be charged for the interpreter expenses if you fail to notify the court of the change.

SOLICITUD DE INTERPRETE Y NOTIFICACIONES

Información importante sobre estos formularios

MOTION TO APPOINT INTERPRETER AND SCHEDULING NOTICE

Complete este formulario cada vez que tenga una cita judicial

Cada vez que tenga una cita en la corte (audiencia temporal, mediación, audiencia final o cualquier otro evento programado con la corte), deberá presentar esta notificación con al menos 5 días de anticipación.

NOTICE TO CANCEL/RESCHEDUL INTERPRETER

ADVERTENCIA: Cargos por retrasos o cancelaciones

El juez puede cobrarle por los gastos de retraso o intérprete si usted no da aviso con al menos cinco (5) días de anticipación.

También debe notificar al tribunal con al menos 24 horas de anticipación si su fecha de corte es cancelada o reprogramada.

IN THE SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

_____,
Plaintiff/Petitioner,

vs.

_____,
Defendant/Respondent.

Civil Action
File Number _____

**MOTION TO APPOINT AN INTERPRETER AND
SCHEDULING NOTICE**

My name is _____ and I am representing myself. I am asking this Court to appoint an interpreter to translate all proceedings in the above-referenced case pursuant to Georgia Court Rules and Procedure, Use of Interpreters for Non-English Speaking Persons, Appendix A and Uniform Superior Court Rule 7.3. In support of my motion, I state the following:

1. I am the Plaintiff Defendant in this case.
2. My native language is _____.
 I require deaf/hard of hearing assistance.
3. I cannot understand and speak English well enough to participate fully in this case.
4. I will need the interpreter for all proceedings in this case.

SCHEDULING NOTICE

5. This case is scheduled for _____(date) at _____(time).
6. An interpreter is needed to assist the: Plaintiff Defendant.
7. I believe the total time needed for my case is _____hours _____ minutes.

Dated: _____

 Plaintiff Defendant, Pro se (Signature)

Name: _____

Address: _____

Phone: _____

Email: _____

IN THE SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

Plaintiff,
vs.

Defendant.

Civil Action
File Number _____

CERTIFICATE OF SERVICE

This certifies that on this date I sent copies of the foregoing *Motion to Appoint Interpreter and Scheduling Notice* to the opposing party by first class mail certified mail, return receipt requested. They were addressed as follows:

Dated: _____

Plaintiff Defendant, Pro se (Signature)

Name: _____

Address: _____

Phone: _____

Email: _____

IN THE SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

_____, Plaintiff/Petitioner,	Civil Action
vs.	File Number _____
_____, Defendant/Respondent.	

ORDER TO APPOINT AN INTERPRETER

Having considered the Motion to Appoint an Interpreter and Scheduling Notice, and finding the necessity for an interpreter, the Court hereby ORDERS:

1. An interpreter be provided at no cost to Plaintiff Defendant pursuant to Rule III(B) of Appendix A, Uniform Rule for Interpreter Programs adopted by the Supreme Court of Georgia Rules for the Use of Interpreters for Non-English Speaking Persons; and
2. A certified interpreter, if available, be appointed.

IT IS SO ORDERED this the _____ day of _____, 20__.

JUDGE, SUPERIOR COURT
GWINNETT COUNTY, GEORGIA

NOTICE TO CANCEL/RESCHEDULE INTERPRETER

Important information about this form

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You must provide 24 hour advance notice of any cancellation or rescheduling.

Deberá presentar esta notificación con al menos 24 horas de anticipación si su fecha de corte es cancelada o reprogramada.

IN THE SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

_____ Plaintiff/Petitioner,	Civil Action
vs.	File Number _____
_____ Defendant/Respondent.	

NOTICE TO CANCEL/RESCHEDULE INTERPRETER

My name is _____ and I am representing myself. I am notifying the court and all parties pursuant to Uniform Superior Court Rule 7.3. In support of my motion, I state the following:

I have cancelled or rescheduled my court date, and I do not need an interpreter present on _____(date) at _____(time).

Dated: _____

Plaintiff Defendant, Pro se (Signature)

Name: _____

Address: _____

Phone: _____

Email: _____