

Appendix D

IN THE SUPERIOR COURT OF THE  
LOOKOUT MOUNTAIN JUDICIAL CIRCUIT  
STATE OF GEORGIA

IN RE: COURT INTERPRETERS: APPLICATION PROCEDURE

The Court having found that there is an increasing frequency for the need of Court Interpreters and having determined an immediate need for enforcing current guidelines pursuant to U.S.C.R. 7.3, for the purpose of maintaining judicial efficiency and economy, the following policy regarding Court Interpreters shall be implemented in all criminal and civil cases in this Circuit.

The requesting party shall file an Application for Interpreter with the Court by filing AND submitting said Application to the Court Administrator, **no less than ten (10) days** before the first day of the hearing day or trial term in which an interpreter will be needed. This Application shall also be served upon opposing counsel. The Court shall, if necessary to a resolution of the issue, examine a party or witness on the record to determine whether a court appointed interpreter is needed.

The Application for Interpreter shall be filed as soon as it is determined that such interpreter is needed but absolutely **no less than ten (10) days** before the first day of the trial term in which the interpreter will be needed. Such Application shall include (1) **the case number** in which an interpreter will be needed; (2) **the style** of the case; (3) **the name of the person** involved in the case who **requires interpretation**, and their **relationship to the case** (i.e. defendant, victim, witness); (4) the type of language interpretation needed (whether hearing impaired or spoken language interpreter is required including the language dialect if applicable); (5) the specific hearing date or date during the trial week in which the case shall be called; and (6) the estimated time of need for an interpreter.

The Application for Interpreter shall substantially conform to the Application attached hereto as "Exhibit A."

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

\_\_\_\_\_,

\*

CASE NUMBER: \_\_\_\_\_

VS.

\*

\_\_\_\_\_,

\*

APPLICATION FOR  
COURT INTERPRETER

**APPLICATION FOR COURT INTERPRETER**

Now comes \_\_\_\_\_ and hereby files this Application for a Court Interpreter in the above styled case. [name of party needing interpretation services] is the: choose one (Defendant/Victim/Witness) in this case and is: choose one (not a speaker of the English language/hearing impaired). \_\_\_\_\_ speaks the language of \_\_\_\_\_ in the \_\_\_\_\_ dialect.

The above numbered case will be called for hearing or trial on \_\_\_\_\_, and is estimated that an interpreter will be needed for [insert amount of time].

WHEREFORE, the \_\_\_\_\_ prays that an interpreter be provided by this Court.

Respectfully Submitted, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Party: \_\_\_\_\_

Title: \_\_\_\_\_