

**BEAVER COUNTY COURT ADMINISTRATOR'S OFFICE**

(724) 728-4700, (724) 728-8708 (fax)

Person/Department Requesting Interpreter:

Contact number of requestor

Case name and docket number:

Type of Interpreter Services Needed:

Language:  
(specify dialect if necessary)

Sign:  
(specify American or home sign)

Type of case or proceeding:

Date of Hearing or Proceeding

Time

Location of Hearing or Proceeding

Please indicate whether the interpreter is for: \_\_\_\_ defendant \_\_\_\_ witness \_\_\_\_ victim  
plaintiff \_\_\_\_ child \_\_\_\_ petitioner

Name of the individual for whom services will be provided

Estimate as to length of hearing or / proceeding: \_\_\_\_\_ hours \_\_\_\_\_ days

Is the party for whom the interpreter is needed represented? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, name of counsel

How many interpreters are needed for hearing:

Main Office 724-770-4700

Please email this form to: [languageaccess@beavercountypa.gov](mailto:languageaccess@beavercountypa.gov)

**NOTICE**

**ALL INTERPRETERS USED BY JUDICIAL DISTRICT 36 ARE CERTIFIED INTERPRETERS. THE AGENCIES WHICH PROVIDE THESE SERVICES REQUIRE ADVANCE NOTICE. THE COURT ADMINISTRATOR'S OFFICE SHOULD BE NOTIFIED AS SOON AS POSSIBLE OF THE NEED FOR AN INTERPRETER. BE AWARE THAT THE COURT WILL NOT PAY FOR AN INTERPRETER WHO IS NOT CERTIFIED OR APPROVED BY THIS OFFICE.**

**YOU MUST PROVIDE AT LEAST 48 HOURS ADVANCE NOTICE TO THIS OFFICE OF ANY CANCELLATION, CONTINUANCE OR RESCHEDULING.**