

# REQUEST FOR COURT INTERPRETER BY AN INDIVIDUAL WHO HAS BEEN GIVEN FEE WAIVER

(PLEASE PRINT CLEARLY)

This form should be used by individuals who have been given a Fee Waiver Certificate to request the services of a court-provided interpreter for themselves or for one or more of their witnesses, in a language other than English or French.

**Contact the court office immediately if your contact information changes.**

Court File/ Claim Number: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_  
(any daytime numbers where you may be contacted)

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**To be completed by court office staff:**

Court Office Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Court Office Telephone No.: \_\_\_\_\_

Court interpreters in civil, family and Small Claims Court cases will be provided to individuals who have been given a Fee Waiver Certificate and who indicate the need for an interpreter for either themselves or for their witness(es), for all court appearances at which a judicial official presides. The presence and use of the court interpreter in the courtroom remains at the discretion of the presiding judicial official.

## SECTION A

**If you have been given a Fee Waiver Certificate and you require a court interpreter for yourself:**

1. Indicate the language you require: \_\_\_\_\_  
(language required)
2. Sign and date this form at the bottom.
3. Provide the signed form to court staff immediately.

This form will be used to schedule an interpreter for you for every event in your case.

## SECTION B

**If you have been given a Fee Waiver Certificate and one or more of your witnesses requires a court interpreter,** you must complete a new copy of this form for each court appearance where the witness will be appearing and will require an interpreter:

1. Fill out the information below indicating the language required and date and time of the court appearance.
2. Sign and date this form at the bottom.
3. Provide the signed form to court staff as soon as the information is available and **at least seven (7) working days** before the date of the court appearance. Working days are defined as days when the court office is open.

\_\_\_\_\_  
(name of witness)

\_\_\_\_\_  
(language required)

\_\_\_\_\_  
(date and time required)

\_\_\_\_\_  
(name of witness)

\_\_\_\_\_  
(language required)

\_\_\_\_\_  
(date and time required)

\_\_\_\_\_  
(name of witness)

\_\_\_\_\_  
(language required)

\_\_\_\_\_  
(date and time required)

Check here  if you have additional witness(es). List them on a separate sheet, indicating the language and date and time required and attach it to this form.

**NOTE:** After you have submitted this request for an interpreter, if you become aware that an interpreter is not required for a court appearance, **notify the court office immediately to cancel the interpreter.**

\_\_\_\_\_  
Date of signature

\_\_\_\_\_  
Signature of Requestor

## FOR COURT OFFICE STAFF USE ONLY

Forwarded to \_\_\_\_\_ on \_\_\_\_\_  
(name of person or office) (date forwarded)