

# INTERPRETER REQUEST AND SCHEDULING NOTICES

## Important Information about these forms

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### **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 court event. (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.

**IN THE SUPERIOR COURT OF FORSYTH COUNTY  
STATE OF GEORGIA**

_____	)	
Plaintiff/Petitioner	)	Civil Action
	)	File No. _____
v.	)	
	)	
	)	
_____	)	
Defendant/Respondent	)	

**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 hearing-impaired 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.
- 8.

Dated: \_\_\_\_\_

\_\_\_\_\_  
 Plaintiff  Defendant, Pro se (Signature)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**IN THE SUPERIOR COURT OF FORSYTH COUNTY  
STATE OF GEORGIA**

_____	)	
Plaintiff/Petitioner	)	Civil Action
	)	File No. _____
v.	)	
	)	
_____	)	
Defendant/Respondent	)	

**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 FORSYTH COUNTY  
STATE OF GEORGIA**

\_\_\_\_\_) )  
Plaintiff/Petitioner ) Civil Action  
) File No. \_\_\_\_\_  
v. )  
)  
\_\_\_\_\_) )  
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  
FORSYTH COUNTY, GEORGIA

**IN THE SUPERIOR COURT OF FORSYTH COUNTY  
STATE OF GEORGIA**

_____	)	
Plaintiff/Petitioner	)	Civil Action
	)	File No. _____
v.	)	
	)	
_____	)	
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: \_\_\_\_\_