



## HOW TO REQUEST AN INTERPRETER

Fill out the interpreter request form making sure that all pertinent information is included; i.e. case caption and number, date, time, type of hearing, language and courtroom.

Be sure to specify the person for whom the interpreter is needed, and provide the name, and approximately how long the interpreter will be needed.

Please give your name and phone number so you can be reached if there is a question or a problem. You can fax the form to the office @ 3-8005, or can be e-mailed as an attachment to [Roseann.diprimio@courts.phila.gov](mailto:Roseann.diprimio@courts.phila.gov) or [interpreters@courts.phila.gov](mailto:interpreters@courts.phila.gov).

You can also call in to the Interpreter office @ 3-8000. If the interpreter coordinator is unavailable, the information can be taken by anyone on the administrative staff. Please provide all the information as stated above so that the request can be completed.