

State of Michigan County of Macomb 16 th Judicial Circuit Court & Macomb Probate Court	REQUEST AND ORDER FOR APPOINTMENT OF FOREIGN LANGUAGE INTERPRETER	CASE NO.
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16th Judicial Circuit Court, 40 North Main, Mount Clemens, MI 48043 Phone: (586) 469-5150
 Macomb Probate Court, 40 North Main, Mount Clemens, MI 48043 Phone: (586) 469-5290

Plaintiff's name(s)	v.	Defendant's name(s)
Plaintiff's attorney, bar no., address and telephone no.		Defendant's attorney, bar no., address and telephone no.

REQUEST FOR INTERPRETER

Instructions: If you have a court case and need a foreign language interpreter, you are required to complete this Request with your signature and date. This must be delivered to the court clerk of the judge assigned to the case, or to Case Management on the 6th floor of the Macomb County Circuit Court Building (for Circuit Court cases); or to the Language Access Coordinator at the Probate Court (for Probate cases). If the court appoints an interpreter for you, the court may order you to pay for interpretation costs if you can afford to pay.

1. I state that I am unable to speak English sufficiently to understand and participate in the proceedings in this case.
2. I state that I am *(select one)*:
 - a party
 - a witness
 - a person with a substantial interest in the case or court proceeding
3. I need an interpreter who speaks *(indicate language)*: _____
4. Your full name: _____
Your full name
5. Mailing address: _____
Your mailing address (street, city, state and zip)
6. Telephone number: _____
Your telephone number

 Date

 Signature

FINANCIAL INFORMATION

If a party is financially able to pay for the interpretation costs, the court may order the party to reimburse the court for payment of the interpretation costs. This determination will be made at the conclusion of the case or court proceedings. In order to assist the court in making this determination, I state that I am:

- Able to pay for interpretation costs.
- Unable to pay for interpretation costs and my monthly income is: _____.

If you believe you are unable to pay for interpretation costs, please complete the "Financial Schedule-Appointment of Foreign Language Interpreter." This will assist the court in determining your ability to pay.

NOTICE OF HEARING

This section is to be completed only if the court determines that a hearing is necessary (a hearing may be required if you are not a party or witness).

You are notified that a hearing has been scheduled on this matter for:

Judge	Bar no.	Date	Time
Hearing Location			

If you require special accommodations to use the court because of a disability or if you require a foreign language interpreter to help you fully participate in the hearing scheduled, please contact the court immediately to make arrangements. As a preliminary accommodation, an interpreter may be appointed for you for purposes of assisting you at a court hearing on your Request for an Interpreter.

Date Signature

CERTIFICATE OF MAILING

I certify that on this date I served a copy of this motion on the parties or their attorneys by first-class mail addressed to their last known addresses as defined in MCR 2.107(C) (3).

Date

Signature

ORDER FOR APPOINTMENT OF FOREIGN LANGUAGE INTERPRETER

IT IS HEREBY ORDERED:

The request for interpreter is GRANTED.

The request for interpreter is DENIED because (specify the reason(s) for denial):

Date

Judge