

HOW TO REQUEST AN INTERPRETER

Who can request an interpreter?

To request an interpreter you must be a:

- party (a person who brings or defends a lawsuit);
- person who brings or defends a case on behalf of a minor or adult disabled party;
- parent or legal guardian of a minor party or minor victim;
- parent or legal guardian of an adult disabled party;
- witness;
- victim in the case;
- juror (sign language only); OR
- spectator (sign language only).

How do I request an interpreter?

Each circuit court uses different procedures.

You have options:

- Fill out the *Request & Order for an Interpreter* form, which gives the court information about:
 - who needs an interpreter in court;
 - when the interpreter is needed; AND
 - what language is needed.
- OR
- Ask court personnel:
 - In Cook County go to the Office of Interpreter Services;
 - In all other counties go to the court administrator's or Circuit Clerk's office to ask for an interpreter; OR
 - Tell the judge or judge's clerk in court that you need an interpreter.

Where can I find the forms I need?

You can find the forms at:

www.illinoiscourts.gov/Forms/approved/.

What costs will I need to pay to request an interpreter?

None.

What do I do if I choose to fill out the *Request & Order for an Interpreter*?

Step 1: File your forms with the Circuit Clerk in the county where the court case is filed.

- Make copies of your forms for yourself.
- In most counties it is best to file your forms with the Circuit Clerk in person, but in certain counties you must file online. Check with your Circuit Clerk:
<http://www.ilcourtclerks.org/illinois-court-clerks/>
- The Circuit Clerk will stamp your forms. This stamp is your proof that the forms were filed with the court.

- How to File In Person
 - Go to the courthouse in the county where your court case is filed.
 - Give the Circuit Clerk your original forms and the copies to stamp.
 - The Circuit Clerk will keep the original forms and give back your copies.
- How to File By Mail
 - Mail your original forms and one copy to the Circuit Clerk.
 - Include the *Letter to the Circuit Clerk* found at: <http://www.illinoiscourts.gov/Forms/approved/>.
 - Include a self-addressed and stamped envelope for the Circuit Clerk to mail the file stamped copy to you.
- How to File Online
 - Check your local Circuit Clerk's website to see if online filing is an option for you at: <http://www.ilcourtclerks.org/illinois-court-clerks/>.
 - Follow the instructions for filing online provided by the Circuit Clerk.

Step 2: Get a copy of your order.

- The *Order* is the bottom part of the *Request & Order for an Interpreter*.
- The judge will fill in this bottom part to show if the request is granted or denied.
- In some cases you will get your *Order* while you wait. But in other cases the *Order* will be mailed to you later. Ask the Circuit Clerk if you should wait for your *Order*, or if it will be sent to you.
- If the request is GRANTED, you can have an interpreter on the dates and times listed in the *Order*. Bring the *Order* with you so that court personnel can get you an interpreter. Ask the Circuit Clerk whether you need to call in advance so that an interpreter can be scheduled for your court date.
- If the request is DENIED, no interpreter will be provided for you.