



First Judicial District of Pennsylvania
 Court Reporter, Digital Recording and Interpreter Administration
 100 South Broad Street, Second Floor
 Philadelphia, PA 19110
 215-683-8000
 Elizabeth McCarrick, LADC Coordinator

FOREIGN LANGUAGE INTERPRETER REQUEST AND VERIFICATION FORM- PHILADELPHIA COUNTY

Foreign Language Information

Client's Name: _____ Language: _____ Role: _____

Client's Name: _____ Language: _____ Role: _____

Client's Name: _____ Language: _____ Role: _____

If ASL, how many teams are needed: 1 team 2 teams

Proceeding Information

CP

MC

Case Name: _____ Case Number: _____

Courtroom # and Phone #:

Courtroom Contact: _____

Court Date: _____ Start time: _____ Expected Duration: _____

Type of Proceeding: _____

Location: 1301 Filbert St., 19107 1339 Chestnut St., 19107 Einstein Hospital 5583 Park Ave., 19141
 City Hall 19107 1501 Arch St., 19102 5th Floor 1880 JFK Blvd., 19103 8th & Spring Garden Sts., 19123
 Curran Fromhold CF 7901 State Rd., 19136 Friends Hospital 4641 Roosevelt Blvd., 19124-Scattergood Bldg.
 Juvenile Justice Service Center 91 N. 48th St., 19139 Girard Medical Center 8th St. & Girard Ave., 19122
 Other: _____

Requestor's Information

Name _____ **Title:** _____ **Phone #:** _____ **Date:** _____

Comments:

After completing this form, please email to: Interpreters@courts.phila.gov or Fax to: 215-683-8005. Please call 215-683-8000 with any questions.

FOR OFFICIAL COURT USE ONLY

Interpreter Information **Agency** **Freelance** **Vendor #** _____ **LADC ID#** _____

Agency: _____ **Interpreter Name(s):** _____

Phone #: _____ **Email:** _____ **Date emailed:** _____

Verifying official shall fully complete below section. Please provide a copy to the interpreter and send original via inter-office mail to Elizabeth McCarrick, 100 S. Broad St., 2nd fl. Please direct all verification related questions to 215-683-8000.

I hereby verify that the services were performed by the provider in the above-captioned case on the date and time stated.

Start Date: _____ **Start Time:** _____ **End Date:** _____ **End Time:** _____

Interpreter Signature: _____ **Was case completed?** Yes No

Court Official: _____ **Signature:** _____
Please print name

Title: _____