

**Language Interpretation and Translation
Services Office (LITSO)**

Pima County Juvenile Court



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INTERPRETATION SERVICES REQUEST FORM

INFORMACIÓN GENERAL			
Name of Requestor:		Today's Date:	
Requestor's Phone Number:		Case Name:	
Case Number:		Language Requested:	
Date Service is Needed:		Type of Event: (e.g. Court Hearing, Probation Interview, Mediation, etc.)	
Starting Time:		Duration:	
Who Needs the Interpreter: (Limited English Proficient Person)		Relationship to the Case:	
Location of the Event: (e.g., courtroom #, Northwest Center)		Type of Case: (e.g., Delinquency,, Dependency, etc.)	
Additional Information:			
<ul style="list-style-type: none"> <i>Spanish language access services: in normal circumstances and during business hours, LITSO will provide in person Spanish interpreting services. Language services requested outside of the normal business hours will be done telephonically.</i> <i>Language access services for lesser used languages: to ensure the timeliness and quality of interpretation services, generally speaking, the interpretation requests will be served through a third party providing professional remote interpretation services.</i> 			
<ul style="list-style-type: none"> All requests for interpretation services must be submitted to the Language Interpreter and Translation Services Office as soon as possible. If LITSO does not receive your request in a timely manner, due to the high demand for this type of services, this office may not be able to make arrangements to have an interpreter available for you on the date and time requested. 			
<p>The interpretation services provided by LITSO are exclusively for clients of the Pima County Juvenile Court who do not speak English as their primary language, and who for that reason require the assistance of an interpreter in connection with court hearings, programs or services.</p> <p align="center">LITSO will contact you to confirm receipt and approval of your request.</p> <p align="center">Thank you!</p>			