



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

**Pima County Juvenile Court**

2225 E. Ajo Way  
Tucson, AZ 85713  
Office: (520)724-2961 FAX: (520) 724-2923  
[Ramiro.alviar@pcjc.pima.gov](mailto:Ramiro.alviar@pcjc.pima.gov)  
[Marisela.martinez@pcjc.pima.gov](mailto:Marisela.martinez@pcjc.pima.gov)

## TRANSLATION REQUEST FORM

GENERAL INFORMATION			
<b>Name of Requestor:</b>		<b>Today's Date:</b>	
<b>Relation to the case:</b>		<b>Requestor's Phone Number:</b>	
<b>Requestor's E-mail:</b>		<b>Case Number:</b>	
<b>Title of Document to be translated:</b>		<b>Type of document/title:</b>	
<b>Number of pages:</b>		<b>Language needed:</b>	
<b>Deadline:</b>		<b>Method of delivery to LITSO:</b>	
<b>Priority Level:</b>	<input type="checkbox"/> <b>A = 24 hrs.</b> <input type="checkbox"/> <b>B = 3 - 5 days</b>	<input type="checkbox"/> <b>C = 1 - 2 weeks</b> <input type="checkbox"/> <b>D = 2 - 4 weeks</b>	<input type="checkbox"/> <b>E = Not a priority</b>
<b>Additional information:</b>			
<ul style="list-style-type: none"> <li>Requests for translation of legal documents with <b>Priority Level A</b> need a court order. Requests for the translation of documents with <b>Priority Level B</b> must be submitted to the Language Interpreter and Translation Services Office (LITSO) <b>at least four business days prior to the deadline</b>. The deadline for the translation of documents that exceed three pages in length will be determined by LITSO and it will depend on the size of the document and the availability of its translators.</li> <li>Please fill out a Translation Request Form for every translation service requested.</li> <li>Changes and/or cancellations of a request should be reported to LITSO as soon as possible.</li> </ul>			
<b>LITSO only provides translation services for the Pima County Juvenile Court Limited English Proficient Clients who need case related documents in their native language. LITSO will contact you to confirm receipt and approval of your translation request.</b>			
<b>Thank you!</b>			