



Superior Court of California  
COUNTY OF ALAMEDA

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**Interpreter Request Form (Civil/Family) – ALA-INT-001**

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**IMPORTANT: Interpreters will not always be available for all hearings or in all languages. See instructions on page 2 for more information about requesting an interpreter in a civil action.**

1. I (name): \_\_\_\_\_ am a party in Case Number \_\_\_\_\_. I am the (check one item below):  
 Plaintiff/Petitioner     Defendant/Respondent     Other (describe): \_\_\_\_\_
2. I need an interpreter for (check all that apply)  me     a witness (describe): \_\_\_\_\_
3. The language(s) in which I need an interpreter are  Spanish     Vietnamese     Mandarin  
 Cantonese     Other (list all): \_\_\_\_\_
4. The court hearing or proceeding for which I need an interpreter is scheduled for (date): \_\_\_\_\_ at (time): \_\_\_\_\_ in Department \_\_\_\_\_.  
 No date is set yet.  
 I don't know the date of the hearing or proceeding.
5. Type of case, if known (check one):
  - a.  Domestic violence
  - b.  Elder or dependent adult physical abuse
  - c.  Civil harassment
  - d.  Unlawful detainer
  - e.  Termination of parental rights
  - f.  Guardianship/Conservatorship
  - g.  Child custody/visitation
  - h.  Elder or dependent adult abuse (not involving physical abuse)
  - i.  Other Family Law
  - j.  Other Civil
  - k.  Don't know/not sure
6. Fee waiver status (check one)
  - a.  I received a fee waiver in this case on (give date of order granting fee waiver and attach copy of order if available): \_\_\_\_\_
  - b.  I applied for a fee waiver in this case on (date application was filed): \_\_\_\_\_
  - c.  I have not received and am not seeking a fee waiver.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## **INSTRUCTIONS**

1. Court proceedings are conducted in English. If a party or a witness does not speak English well, he or she may need an interpreter to testify, to speak to the judge, and to understand what others are saying in the proceeding. Certified and registered court interpreters are specifically trained to interpret in court proceedings. If you need language assistance, you should ask the court if it can provide a court interpreter by filling out this form.
  
2. Courts are not always able to provide or pay for an interpreter in every language or in every civil case. The Legislature has set priorities for which courts are reimbursed for providing interpreters in civil cases. The Court's first priority is to try to provide interpreters in the following kinds of cases:
  - a. Domestic violence cases and family law cases in which there is a domestic violence issue;
  - b. Elder or dependent adult abuse cases involving physical abuse;
  - c. Unlawful detainer or eviction cases; and
  - d. Termination of parental rights proceedings.
  
3. Courts may be able to provide interpreters in some languages in some other civil cases. The Legislature has set priorities in these cases also. Where possible, the Court will try to provide interpreters in the following order:
  - e. Actions relating to conservatorships or guardianships;
  - f. Actions for child custody or visitation;
  - g. Elder or dependent adult abuse cases not involving physical abuse;
  - h. All other family law actions; and
  - i. All other civil actions.

In these types of cases, preference will be given to parties with financial need who have qualified for a fee waiver, so if you need a court interpreter *and* need financial assistance, you should apply for a fee waiver if you do not already have one. To do so, complete and file a *Request to Waive Court Fees (Civil Actions)* (form FW-001). You should note in item 6 of this form whether you have a fee waiver already, have applied for one, or do not intend to apply for one.

4. If your case falls within one of the categories of cases listed in paragraphs 2 or 3 above, and you would benefit from having an interpreter during your court proceedings, you must use this form to request a court interpreter. Complete the first page and submit it to the Court. The form may be submitted at the clerk's office in any court location where the case type at issue is heard.