



FORT BEND COUNTY JUSTICE CENTER
Interpreting/Translation Services Request Form

If requested, the Court will provide an interpreter at no cost to the LEP litigant or witness. It is the responsibility of the attorney or LEP individual to complete the request form and return it to the Court, either in person or by email.

- District Court No.
County Court at Law No.
Magistrate Court
Other

Case Name: Cause #

Language Requested:

ASL/Other Interpretation Accommodation Requested:

Date and Time of Service: Expected duration of the assignment: hours/days

The person requesting services is a:

- Defendant, Party to a civil case, Parent of a minor, Witness, Other. Please explain:

Type of assignment: (plea, trial, motion, etc..)

- In Person Interpretation (will require whispering equipment)
Remote Interpretation. [] telephone [] Video, specify platform: Zoom or Webex
Written Translation

Services requested by:

- Judge, FBCJ Staff, Attorney, Parties, Pro se

Special Instructions:

Three horizontal lines for special instructions.

Completed forms should be delivered to the Court Coordinator or emailed to the Language Access Director at languageaccess@fbctx.gov. For questions or concerns about language access services, please contact the Language Access Director at 281-633-7658 or languageaccess@fbctx.gov.

FOR OFFICE USE ONLY:
Authorized by: on: , 20
Name of the interpreter: License #
Date of service: , 20 Start time: End time: