

COURT OF COMMON PLEAS,
ADAMS COUNTY, OHIO

☐ In Re: ☐ ESTATE/ADOPTION OF

_____,
☐ PLAINTIFF ☐ PETITIONER

VS.

_____,
☐ DEFENDANT ☐ PETITIONER 2 ☐ RESPONDENT

Case No. _____

JUDGE: BRETT M. SPENCER

MAGISTRATE: DAVID M. HUNTER

REQUEST FOR INTERPRETER
(Local Rule 24)

This case is in ☐ Juvenile Division ☐ Domestic Relations Division
☐ Civil/Criminal Division ☐ Probate Division

Select One

- ☐ I am representing myself (*pro se*) and respectfully request notification of all Court orders and Court appearances in this matter. Form AC-002 also required
- ☐ I am an attorney representing a client

Proceeding Information

- Date of Proceeding: ____ / ____ / ____ (MM/DD/YYYY)
- Time of Proceeding: ____ AM / PM
- Estimated Duration: ____ (e.g., 1 hour, 30 minutes)
- Type of Proceeding: ____ (e.g., Arraignment, Pre-Trial, Motion Hearing, Trial, Deposition)

Person Requiring Interpreter

- Full Name: _____
- Role in Case: ☐ Plaintiff/Petitioner ☐ Defendant/Respondent ☐ Witness
☐ Other: _____

Language Information

- Language Required: _____
This includes Sign Language (e.g., ASL)
- Specific Dialect (if known and applicable): _____

Filing Party Information

- Filed By (Print Name): _____
- Role: ☐ Attorney ☐ Party (Pro Se) ☐ Court Staff
- Attorney Registration # (if applicable): _____
- Email: _____
- Phone Number: _____
- Date of Request: ____ / ____ / ____ (MM/DD/YYYY)
- Signature: _____

Certificate of Service

I hereby certify that a copy of this Request was served upon all other parties or their counsel of record on this date.

Signature: _____

FOR COURT USE ONLY

- Date Request Received: _____
- Interpreter Appointed: _____
- Agency/Contact Info: _____
- Appointment Confirmed (Date): _____
- Notice Sent to Parties (Date): _____
- Clerk/Deputy Clerk Initials: _____

Instructions and Notice:

This form must be filed with the Clerk of Courts at least **fourteen (14) days** prior to the proceeding.

Pursuant to Local Rule 24.05, you must notify the Court no later than **two (2) full business days (48 hours)** in advance if the interpreter is no longer needed or if the hearing is cancelled or postponed. Failure to provide timely notice may result in the assessment of interpreter fees.