

**KENT COUNTY PROBATE COURT
INTERPRETER REQUEST FORM**

Person Making Request:

Person Requiring Interpretation Services:

Name

Name

Address

Address

Telephone

Telephone

E-Mail

Relationship to Case (Party, Witness, Proposed Guardian, etc)

Language: _____

Date: _____ Time: _____

Courtroom or Other Location: _____

Case Title: _____

File No: _____ Event: _____

Signature of Requestor

INSTRUCTIONS

Submit completed form to: Avery D. Rose, Language Access Coordinator, Kent County Probate Court either by e-mail at avery.rose@kentcountymi.gov or by fax to (616) 632-5430 or in person or by mail to the **Kent County Probate Court, 180 Ottawa NW, Suite 2500, Grand Rapids, MI 49503**. Call (616) 632-5422 if you have questions.

Requests should be submitted not later than **10 days prior to the hearing**. If that is not possible, the Court will do its best to attempt to fulfill late requests, subject to staff availability.

The **COST** of the interpreter will be required to be paid by the person for whom the services are furnished if that person's family or household income is greater than 125% of the federal poverty level and assessment of interpreter costs at the conclusion of the hearing would not unreasonably impede the person's ability to defend or pursue the claims involved in the matter. **Be prepared to present proof of income at the hearing.**

Adjourned Hearings: If you have submitted a request for an interpreter but the hearing is cancelled or otherwise adjourned, it is your responsibility to notify the Language Access Coordinator of the adjournment or cancellation. If you fail to do so, you (the person who made the request) are responsible for the cost of the interpreter for the adjourned or cancelled hearing.

For Court use only:

Date Request Received

Interpreter

Date Contacted

Date Confirmed

Eventuated