

APPENDIX 13

15<sup>TH</sup> JUDICIAL DISTRICT COURT

VERSUS

PARISH OF \_\_\_\_\_

STATE OF LOUISIANA

DOCKET NO. \_\_\_\_\_

\*\*\*\*\*

**REQUEST for INTERPRETER and ORDER**

**Date of Service Required:** \_\_\_\_\_ **Time:** \_\_\_\_\_  
**Presiding:** \_\_\_\_\_ **Type of Hearing:**  Civil  Criminal

Name of Individual Needing Interpreter: \_\_\_\_\_  
This person is: \_\_\_\_\_ Witness \_\_\_\_\_ Party \_\_\_\_\_ Other: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ **Incarcerated?**  Yes  No

**Type of Interpreter Requested (please check):**

**Hearing Impaired:**

American Sign Language

**Foreign Language:**

French  Spanish  Vietnamese **Other:** \_\_\_\_\_

Requesting Party: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Relation to Individual Needing Interpreter: \_\_\_\_\_

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF LOUISIANA that the foregoing is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Submitting Application

\_\_\_\_\_  
Type or Print Name

**IT IS HEREBY ORDERED that the above services be provided as requested (see Provisions of Interpreters and Associated Costs on back).**

- without cost
- with cost cast to the
  - defendant(s)
  - plaintiff(s)
  - other \_\_\_\_\_.

**It is further ordered that the assigned interpreter be paid for his/her service in this matter and paid out of the appropriate fund.**

\_\_\_\_\_  
**Judge / Hearing Officer**

\_\_\_\_\_  
**Date**

**CANCELLATIONS**

Any person whose failure to appear caused the cancellation of a hearing shall pay a two-hour minimum fee to the interpreter.

When a hearing is settled or continued, the person who requested the interpreter must **notify Court Administration (337-269-5761)** 72 hours prior to the hearing date in order to avoid the two-hour minimum fee.

## PROVISION of INTERPRETERS and ASSOCIATED COSTS

1. Criminal Cases
  - a. Each non-English speaking defendant shall be provided with an interpreter at each step of the proceedings. However, the costs of an interpreter may be charged to a defendant who is convicted of a criminal offense (see La. Code Crim. Proc. Art. 887: State v. Lopes, 2001-1383 (La. 12/7/01); 805 So. 2<sup>nd</sup> 124).
  - b. The court shall provide an interpreter to any non-English speaking person at no cost to such person, whenever the non-English speaking person is a party, or has been subpoenaed, or summoned or has otherwise been compelled to appear in a criminal proceeding. The costs for such interpretation shall be paid and assessed in accordance with local court rules.
2. Domestic Abuse and Juvenile Cases
  - a. Non-English speaking persons in any domestic violence proceeding shall be provided an interpreter at each step of the proceeding and at no cost.
  - b. Non-English speaking persons in a juvenile proceeding provided for in Titles VI, through XII, XIV, and XV of the Louisiana Children's Code shall be provided with an interpreter at each step of the proceedings at no cost to such persons.
  - c. The provided interpreter shall be present at all times when the non-English speaking person is consulting with legal counsel should said legal counsel not be able to communicate with the non-English speaking person.
3. In Forma Pauperis

In the event the Court has approved a pauper's affidavit in any civil case and the person filing said affidavit requires the use of an interpreter, one shall be provided at no cost to said person.
4. Civil Cases

Upon request, each non-English speaking person involved as a party or witness in a civil divorce or custody case shall be provided with a listing of court-approved interpreters, from which he/she may engage an interpreter at his/her own cost. In its discretion, the Court may assess the costs of an interpreter as a court cost in accordance with the law.

**In Acadia Parish**, please submit this form and all interpreter invoices to the Acadia Parish Clerk of Court, P.O. Box 922, Crowley, LA 70527; Phone: (337)788-8881; Fax: (337)788-1048.

**In Lafayette Parish**, please submit this form and all interpreter invoices to the Lafayette Parish Clerk of Court, P.O. Box 2009, Lafayette, LA 70502; Phone: (337)291-6400; Fax: (337)291-6392.

**In Vermilion Parish**, please submit this form and all interpreter invoices to the Vermilion Parish Clerk of Court, 100 N. State St., Suite 101, Abbeville, LA 70510; Phone: (337)898-1992; Fax: (337)898-9803.