



**Court Interpretation & Translation Services Office (CITS)**  
 Pima County Superior Court  
 110W. Congress St. Tucson AZ 85701  
 (520)724-2961(**Juvenile**) (520)724-3888(**Superior**)

## TRANSLATION SERVICES REQUEST FORM

**Request for:**                      **Superior Court**                       **Juvenile Court**

GENERAL INFORMATION			
<b>Name of Requestor:</b>		<b>Today's Date:</b>	
<b>Department/Bench:</b>		<b>Requestor's Phone #:</b>	
<b>Requestor's Email:</b>		<b>Case Number (if applicable):</b>	
<b>Original Language:</b>		<b>Language Requested:</b>	
<b>Type of Document/Title</b>		<b>Number of Pages:</b>	
<b>Deadline:</b>		<b>Method of Delivery:</b>	

<b>Priority Level:</b>	<input type="checkbox"/> <b>A= 24hrs.</b> <input type="checkbox"/> <b>B= 3-5 days</b>	<input type="checkbox"/> <b>C= 1-2 weeks</b> <input type="checkbox"/> <b>D= 2-4 weeks</b>	<input type="checkbox"/> <b>E= No Priority</b>
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**Comments:**

- Requests for translation of legal documents with **Priority Level A** require a court order. Requests for translation of legal documents with **Priority Level B** must be submitted to the Court Interpretation and Translation Services Office (CITS) **at least four business days prior to the deadline.** The deadline for the Translation of documents that exceed three pages in length will be determined by CITS depending on the size of the document and the availability of its translators.
- Please fill out a Translation Request Form for every translation service requested.
- Changes and/or cancellations of a request should be reported to CITS as soon as possible.

**Please let us know if you do not receive an automated translation confirmation email from CITS.  
 Thank you!**

Please complete this form and submit it electronically to **Superior Court Downtown**  
 at [SCCITS@SC.Pima.Gov](mailto:SCCITS@SC.Pima.Gov) or **Juvenile Court** at [JVCITS@SC.Pima.Gov](mailto:JVCITS@SC.Pima.Gov)