



**Court Interpretation and Translation Services (CITS)
Pima County Superior Court**

110 W. Congress St.
Tucson, AZ 857101
(520)724-2961(Juvenile) (520)724-3888(Superior)

INTERPRETATION SERVICES REQUEST FORM

GENERAL INFORMATION			
Name of Requestor:		Today's Date:	
Requestor's Phone Number:		Case Parties Name:	
Case Number:		Language Requested*: (*Please verify the correct language was requested.)	
Date Service is Needed:		Type of Event: (e.g. Court Hearing, Probation Interview, Mediation, etc.)	
Starting Time:		Duration:	
Name of Person in Need of an Interpreter: <small>(Limited English Proficient Person)</small>		Relationship to the Case:	
Location of the Event: <small>(e.g., courtroom #, Northwest Center)</small>		Type of Case: <small>(e.g., Sentencing, Trial, Delinquency,, Dependency, etc.)</small>	
Additional Information:			
<ul style="list-style-type: none"> Spanish language access services: <i>In normal circumstances and during business hours, CITS will provide in person Spanish interpreting services. To ensure the timeliness and quality of interpretation services if we are unable to secure an in-person interpreter, the interpretation requests will be served through a third party providing professional remote interpretation services. Language services requested outside of the normal business hours will be done telephonically.</i> Language access services for lesser used languages: <i>When possible CITS will provide in person interpreting services for lesser used languages. To ensure the timeliness and quality of interpretation services if we are unable to secure an in-person interpreter, the interpretation requests will be served through a third party providing professional remote interpretation services. Language services requested outside of the normal business hours will be done telephonically.</i> 			
<ul style="list-style-type: none"> All requests for interpretation services must be submitted to the Court Interpretation and Translation Services as soon as possible. Due to the high demand for interpretation services, if CITS does not receive your request in a timely manner, this office might not be able to make arrangements to have an in person interpreter available for you on the date and time requested; we may be able to arrange for a telephonic interpreter. 			
<p>The interpretation services provided by CITS are exclusively for clients of the Pima County Superior Court who do not speak English as their primary language, who require the assistance of an interpreter in connection with court hearings, programs or services. Please let us know if you do not receive an automated interpretation services confirmation email from CITS .</p> <p>Thank you!</p>			

Please complete this form and submit it electronically to **Superior Court Downtown** at SCCITS@SC.Pima.Gov or **Juvenile Court** at JVCITS@SC.Pima.Gov