

Interpreter Services

Requesting an Interpreter

When an interpreter is needed, it is recommended that the attorney or the person requesting an interpreter make the initial request (*Interpreter Request Form*) at the time they file their pleadings or provide the request to the Court's Interpreter Services at minimum five (5) business days before the scheduled hearing using drj_interpreterrequest@fccourts.org.

It is recommended that court staff provide the request five days (5) in advance or as soon as they are aware of services needed.

Pro se (unrepresented) parties appearing in person to file their pleadings shall complete a request for an interpreter at the time of filing.

When making an initial request for interpreter, the person submitting the request shall indicate all parties to the proceeding that require the use of an interpreter. They shall also include the type of interpreter needed.

The Court will arrange for a certified interpreter, when reasonably possible, to be present for hearings and other ancillary services. All arrangements for interpreters shall be made through the Court's Language Services Coordinator. Any arrangements made outside of the court language service coordinator, may have adverse effects including but not limited to a delay in hearings or other services, and/or may result in the attorney being responsible for interpreter fees.

Complaint Process

A complainant may take steps to report the failure of the court to appoint an interpreter or other issue with an appointed interpreter. The process is as follows:

1. Initiating the complaint.
 - a. Complainant shall complete the "Language Services Complaint Form" in its entirety and send it to: drj_interpreterrequest@fccourts.org
2. Intake.
 - a. The Director of Court Services shall review the complaint and obtain any additional information as necessary.
 - b. If applicable, all parties or interpreter shall be notified of the issue and will have the opportunity to respond to the complaint within 30 days of the receipt.
 - c. The Court will notify the Supreme Court Ohio, if applicable.
3. Acknowledgment of the complaint.
 - a. The Director of Court Services shall notify the complainant that their complaint has been received and they will receive a response, upon investigation of the matter, within 60 days.
4. Review by the Language Services Department.
 - a. The Director of Court Services and the Language Services Coordinator shall review and evaluate all information received.
 - b. FCDJR will determine if the complaint is legitimate.

- c. FCDRJ will determine any suggested recommendation(s) or determine the case has no merit.
- 5. Resolution of the complaint.
 - a. All parties shall be notified as to the outcome of any complaint.